

2025

# Donation Program



City of Racine Parks, Recreation & Cultural Services

800 Center Street Rm 127

Racine WI 53403

(262) 636-9131

[prcs@cityofracine.org](mailto:prcs@cityofracine.org)

5/1/2025

*You can help sustain City of Racine parks and recreational amenities for the future. Add to the beauty of a park, make a difference in a child's life, or honor someone or something special by making a gift to the City of Racine Parks, Recreation and Cultural Services donation program.*

The City of Racine Parks, Recreation and Cultural Services Department (PRCS) welcome and encourage donations from private individuals and entities that support the programs and services the Department and its Board provide to the public.

There are many variations on how to make an official donation, as there are needs to be met. ***Options for donation include; benches, trees, plaques, historical items, or other items to be placed on city property and maintained by the city (per approval of the PRCS Director).*** Parks and Recreation staff will work with donors to ensure the donated item is appropriate and beneficial to all park users and residents.

This document provides the application form and basic information to get started. All requests should be made by submitting the ***Application for Donation*** to:

City of Racine Parks, Recreation & Cultural Service  
ATTN: Donation Program  
800 Center St.; Room 127  
Racine, WI 53403



The application should be detailed and contain current contact information. You may be asked to present your request to the Board of PRCS. The meeting date and time will be provided to you upon receipt of the application. If your donation is approved, a PRCS staff member will contact you with the details of the purchase and placement. A complete listing of city parks is available from the PRCS office or at [cityofracine.org/ParksRec](http://cityofracine.org/ParksRec).

**Please note:** the final decision concerning placement in Racine Civic Centre Festival Park, Racine Zoological Society, Wustum Museum, or public golf courses is at the discretion of the administrator of each location.

PRCS has final approval of design, size, wording, material, location, etc. The donor will be responsible for payment of all costs including the purchase, shipping and installation of the donation. An invoice will be submitted to the donor by City of Racine PRCS. Full payment will be required prior to installation.

While every effort is made to ensure memorials are not damaged, PRCS claims no responsibility for missing or damaged items, no matter the cause. Should a donor choose to replace the damaged/missing item they will be responsible for the total replacement cost.

## **TIMELINE**

All items considered for donation or adoption will be added to the Park Board agenda after review by PRCS staff. The Park Board meets the Second Wednesday of each month. This board has the option to approve the donated item, location and plaque. Once approved, the plaque will be ordered. Planting and installation generally take place during the spring or fall, depending on weather conditions.

## **BENCHES**

Groups and individuals can purchase a park bench to be placed in an appropriate park or trail location. The benches are made of environmentally friendly lumber and are designed to tolerate the varying weather conditions. To ensure continuity in design memorial benches will be purchased and installed by PRCS. Donors will be invoiced and are responsible for payment of the purchase and placement costs.

The program cost to install a new bench is determined by the specific bench chosen by donor. All bench donations pricing include an 8" x 6" bronze plaque with a customized message, cement and installation. Please refer to the ***"Bench Donation Program Policy"*** for further information

## **TREES**

Want to add to the beauty of a park? Consider a special tree planting in honor of an individual or group. Donors may purchase the tree and transport it to the Forestry Department, or donors may donate the funds for the tree to be purchased by the Forestry Department.

Donors are responsible for purchasing the tree and transporting it to the Forestry Division. The Forestry division will plant the tree on your behalf at no cost during either the spring or fall planting season. The City Forester has final approval of all tree requests. Requests for specific tree sizes and species will be taken into consideration. The planting conditions for the selected location will impact final determination.

The Forestry Division will provide care for your tree as it does for other public trees; this will include watering, staking and mulching. PRCS does not guarantee survival of your tree. Weather extremes, quality of plant material, and other factors often play a role in the survival success of a new tree. If a tree does not survive, PRCS will make every effort to replace the tree at no cost. Replanting of the same species will be attempted, but is not guaranteed.

## **PLAQUES**

A plaque may be installed in the ground at the base of a memorial or existing tree. PRCS has final approval of plaque design, size & wording,

All plaques are made of bronze and are typically 8" x 6" in size. Wording on the plaque should be as brief as possible and is limited to phrases such as: *In Loving Memory of, Dedicated to, or In Honor of*. The recognition plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. No logos of any kind are permitted on plaques. Other plaque options may be available upon request.

## **OTHER DONATIONS**

PRCS will consider other requests for donations on an individual basis. Requests should be made in writing to the Board of Parks, Recreation & Cultural Services.

## BENCH DONATION PROGRAM POLICY

*The City of Racine Parks, Recreation and Cultural Services Department (PRCS) welcome and encourage donations from private individuals and entities that support the programs and services the Department provide to the public. Trees and benches make a great gift to both our loved ones and your favorite park. Best of all, your donation helps support parks throughout the city!*

### **Park Benches**

Donations for new benches are accepted. The bench program is a unique and lasting way to remember those who have passed, honor those who have made great achievements, or celebrate those who have reached a milestone in their lives. A donor recognition plaque will be installed at the base of the bench.

6' Standard Park Bench Cost		6' Vista Park Bench Cost	
Total	\$1,990	Total	\$3540

1. This policy is designed to enable residents and park users to support the City of Racine Parks, Recreation & Cultural Services through a donation. Donations will be acknowledged by a plaque. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element. Donation applications will be due by January 1st for Spring/Summer installation and May 1st for Fall/Winter installation. Due to the unpredictability of weather and staffing demands, we cannot guarantee a specific installation date within a given season.
2. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. ***These amounts are subject to change.***
3. A donation period will last 10 years. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. Due to the 10 year commitment, donations for new benches will only be accepted.
4. After 10 years, the donated element will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated element and plaque may be removed or rededicated at any time.
5. The Department retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the Department will attempt to contact the donor to discuss alternative locations; the Department will make the final determination.
6. The donor may select a bench from the existing undedicated park benches. A new bench may only be installed in a new location with the approval of the Department.
7. A maximum of 3 lines of text and 48 characters is permitted for ground-mounted 8" x 6" bench plaques. Text is subject to approval of PRCS.
8. The recognition plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
9. No logos of any kind are permitted on plaques.
10. Only bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must contact PRCS for further information.

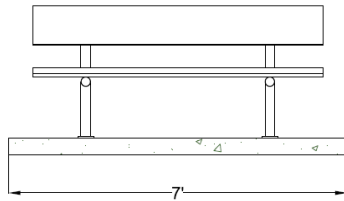


### 6' Standard Park Bench

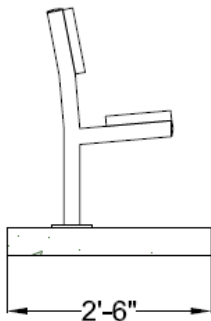
#### Concrete Details:

Dimensions – 7' x 3' x 4'  
21.00 SF .26 CU YD

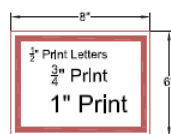
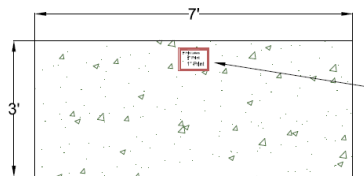
1. Park Bench & Concrete Pad  
– Front View



2. Park Bench & Concrete Pad  
– Side View



3. Park Bench & Concrete Pad  
– Top View



Bronze Plaque

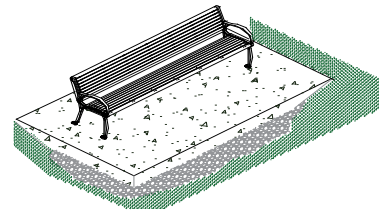


### 6' Vista Park Bench

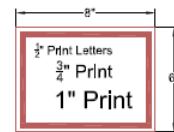
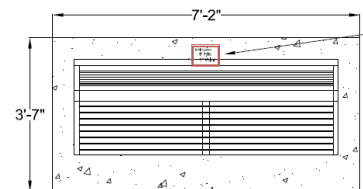
#### Concrete Details:

Dimensions – 7'2" x 3'7" x 4"  
25.61 SF .31 CU YD

1. Park Bench & Concrete Pad  
– 3D View



2. Park Bench & Concrete Pad  
– Top View



Bronze Plaque

## TREE DONATION PROGRAM POLICY

Tree donations allow for a special tree planting in honor of an individual or group. Trees purchased through the program are planted in selected city parks or recreation areas and accompanied by a plaque.

Tree Donation Cost With Tree Supplied by the Forestry Department	
Total	\$690

Tree Donation Cost With Tree Supplied by Donor	
Total	\$540

### Tree Species Available

Not all trees are available at all times, and the final decision will be made by the forestry department.

Accolade Elm	Exclamation Plantree	Ginkgo
American Sentry Linden	Green Vase Zelkova	Red Oak
Cornelian Cherry Dogwood	Hophornbeam	Spring Flurry Serviceberry
Espresso Kentucky Coffee Tree	Hackberry	

### Additional Information

- Trees purchased through this program are planted in selected city parks or recreation areas and NOT along city streets or in front of residences.
- Donors may purchase the tree and transport it to the Forestry Department, or donors may donate the funds for the tree to be purchased by the Forestry Department as part of their annual purchase.
- We will work with you to identify an appropriate location within the park system to plant your tree.
  - Requests for specific tree sizes and species will be taken into consideration.
  - The planting conditions for the selected location will impact the final decision.
  - Planting occurs in the spring and the fall seasons only.
    - If the schedule for the approaching season is full, planting requests will take place in the next available season.
    - Parks and trees are subject to availability.
    - The City Forester has final approval of all tree requests, including tree selection and location.