The Chesterfield County Parks and Recreation Department (Department) allows groups and individuals to donate or adopt park components to:

- Honor individuals, agencies, or organizations
- Memorialize loved ones

Donation and/or adoption options include, but are not limited to – benches, trees, monuments, plaques, park amenities, and flower beds. Department staff will work with donors to ensure the donated item will be consistent with Department values and beneficial to all recreational users. No offensive language, commercial advertisements, or other proposals inconsistent with the goals of this program will be accepted. The department will have the final decision-making authority regarding the design and location of the proposed donated item.

All donated items are subject to Department, Parks and Recreation Advisory Commission (PRAC), and County Board of Supervisors approval as appropriate.

All bench and tree donations will be maintained and replaced as needed by the Department for a period of 20 years. After 20 years, the donation may be renewed by the donor at the donation rate effective at that time. Donations to the Department may be tax deductible. Please consult with your tax advisor. All donations toward the purchase of a memorial item shall include sufficient funding to cover maintenance and if necessary, one-time replacement costs throughout the donation period. The Department will purchase needed equipment, arrange delivery, and install the donated item using the funding provided.

Applications

Donation requests shall be submitted using the Application for Donation (Attached). All applications shall be reviewed in accordance with the following criteria:

Memorial Trees

Memorial trees allow for a special tree planting in honor of an individual or group. Trees purchased through the donation
program will be planted in selected Department recreation areas or parks and accompanied by a plaque.

The cost for installing a new tree within the park system is $500*. This charge includes planting a 1.5”-2” caliper tree, installing a commemorative, personalized plaque, and continued maintenance of the tree for a period of 20 years.

Tree varieties selected for installation will be determined in consultation with the Department and subject to supplier availability. Trees proven to thrive in Chesterfield County will be given priority. The Department will approve the installation location for each memorial tree. Each site and tree will be carefully evaluated to promote the long-term success and suitability of the planting. Installations typically occur in the fall or spring depending upon the species selected.

Memorial Benches

Individuals or groups may purchase a park bench to be installed in order to maintain the integrity and consistency of park amenities. The Department will order, install, and maintain the bench for a period of 20 years. Installation includes a commemorative plaque or personalized message. The cost for installing a new bench within the park system is $1,500*.

Adoption of Existing Bench or Tree

Existing trees or benches are available for adoption. The cost is 25% less than installing a new tree or bench. Donors can adopt a tree for $375* and a bench for $1,125*. Each includes the installation of a commemorative, personalized plaque. Maintenance will be provided for a period of 20 years from the date of adoption.

Plaque Wording

Commemorative or memorial plaques to be added to trees or benches shall be limited to phrases such as: *In Loving Memory of*, *Dedicated to*, or *In Honor of*. In total, no more than three lines of text will be accepted for inclusion on the plaque.

*Pricing subject to change*
Other Donations or Adoptions

Other items that may be considered for donation include statuary, artwork, shelters, items of historical significance, playground elements, pet related amenities, or other recreational components deemed suitable by the Department. Donations must be approved and accepted in advance by the Department, PRAC, and/or the Chesterfield County Board of Supervisors as appropriate. All donated items will become property of Chesterfield County upon receipt.

Timeline

All items proposed for donation will be reviewed by Department staff. Donated money must be received before any items needed to complete the installation will be ordered. Installation will occur as soon as practicable upon receipt of the item. Please keep in mind that tree installation generally takes place in the fall and/or spring depending on species and weather conditions.

Thank you for considering a gift to Chesterfield County Parks and Recreation
I wish to make the following donation to support Chesterfield County Parks and Recreation. I understand that final decisions regarding acceptance and placement of all donations will be made by the Department of Parks and Recreation.

Application for Donation

Applicant: (Print) _____________________________ Date: _____________________________
Address: ___________________________________________ Phone: _____________________________
Name of organization (if applicable): _____________________________________________
Email Address: _____________________________________________

Donation (check one):
☐ New Bench $1,500 ☐ Other
☐ Existing Bench $1,125
☐ New Tree $500
☐ Existing Tree $375

Desired location (be specific): _____________________________________________

Map of proposed location attached: ☐ Yes

NOTE: Department staff will contact you to discuss the location, tree species, bench style, and other detailed information

WORDING FOR PERSONALIZED PLAQUE

(Examples of phrases to use: In Honor of, In Memory of, or Dedicated to. Limited to 30 characters per line)

ROW 1: _____________________________________________
ROW 2: _____________________________________________
ROW 3: _____________________________________________

All bench and tree donations will be maintained and replaced as needed by the Department for a period of 20 years. After 20 years, the donation may be renewed by the donor at the donation rate effective at that time. It is the donor’s responsibility to contact the Department if they wish to renew the donation. Donations to the Department may be tax deductible. Please consult with your tax advisor. All donations toward the purchase of a memorial item must include funding to cover maintenance and replacement costs throughout the donation period. The Department will also purchase needed equipment, arrange delivery, and install the donated item using the funding provided.

__________________________ _____________________________
Date Signature of Applicant

Providing a FIRST CHOICE community through excellence in public service

Chesterfield County Parks and Recreation Department  PO Box 40  Chesterfield, VA 23832  (804) 748-1623