2012 CAMDEN COUNTY PARKS BENCH DONATION PROGRAM

Remember and/or recognize a loved one or friend
by having a bench installed in their honor.

Plaque

Plaques may be installed as part of an approved donation to the Camden County Parks. Inscriptions are subject to approval, in advance of bench or plaque order, by the Camden County Parks Department. **Exact wording is to be provided, in writing, to the Parks Department. Camden County will not install plaques if the wording changes after it has been approved. Due to the nature of the park setting, birth and death dates are not permitted in the inscription.** Plaques are to be cast bronze, with concealed installation pins on the back and must be 9" in height x 15" long x ½" deep (template is on page three). Plaques will be installed flush in a concrete pad, either in front of or behind the bench, depending on the wishes of the donor. Donor purchases the plaque directly from a trophy or monument shop. Plaques should be delivered first to the family for approval and subsequently to the Parks Department for installation.

Bench and Installation

An attractive and durable black diamond patterned bench, in 6' or 4' lengths, with plastisol coated seating and cast aluminum frames, is available for purchase, at cost, through the Parks Department. Parks staff will meet with family members in the park of choice to select a mutually suitable installation location. The bench, with plaque set flush in the concrete, will be installed by the county. Installation will take place between May and October.

Select and advise of bench size. The 6' bench is standard.
The cost for the bench and installation is as follows:
6' bench - $1,100.00

Landscaping

Donors may purchase one or more of the following trees, to be planted in the vicinity of the bench, by the donor or a landscaper. Trees should be B&B. Tree type, quantity and location must be approved in advance by the Parks Department. Due to limited staff resources, donors are responsible for watering the first year. Plantings and/or other improvements installed without county approval will be removed from the park. No plaque recognition is available for donations of trees only.

Shade Trees	**Minimal Shade Trees**
Little Leaf Linden	2" – 2 ½"
Serviceberry	5' – 6' clump
October Glory Maple	1 ¾" – 2"
White Ash	1 ¾" – 2"
Shademaster Locust	1 ¾" – 2"
Crimson King	1 ¾" – 2"
Sycamore	2 ½" – 3"
Red Oak	2 ½" – 3"

General Information

The Camden County Parks Department is not obligated to accept donations that do not enhance the quality of the park system. Camden County cannot be responsible for vandalism to the bench, plaque or landscaping. We will only replace the bench if we are at fault or if the bench needs to be relocated due to park improvements. Should that occur, Camden County will attempt to contact the donor and assume all financial responsibility for replacement.

BENCH DONATION PROCEDURES

Step 1: Contact: Josie Gambale to discuss your donation.
Phone: (856) 216-2173
Fax: (856) 216-2146
Address: Camden County Parks Department
1301 Park Boulevard
Cherry Hill, NJ 08002-3752
E-mail: jciranni@camdencounty.com

Step 2: Mail or email the proposed inscription wording. Once the wording has been approved, it cannot be changed.

Step 3: Arrange to meet with parks staff to walk in the park of donors' choice to select a mutually acceptable location to site the bench. If a donation of one or more trees to shade the bench is being considered as part of the donation, discuss it at the site.

Step 4: Order the plaque with the approved inscription. Provide the monument or trophy company with the following plaque specifications. Cast bronze plaque, with concealed installation pins on the back; exactly 15" long x 9" high x ½" deep. A copy of the plaque design should be faxed to the family and to the Parks Department before the actual plaque is constructed. The finished plaque should be delivered first to the donor for approval and then to the Parks Department for installation.

Step 5: Concurrently, a check in the full amount of the cost of the bench should be mailed to the Parks Department. Checks are made payable to Camden County. A letter stating the purpose of the donation must accompany the check. Sample Wording: Enclosed please find a donation to the Camden County Parks Department, in the amount of $1,100.00, to be used for the purchase of a 6' bench to be installed in _____ Park, in memory or honor (specify) of _____.

Step 6: The check will be deposited in a county Chapter 159 Account and a Resolution accepting the donation and authorizing the purchase of the bench will be adopted at the next Camden County Board of Freeholders Meeting.

Step 7: The bench is ordered. Delivery time is usually 4 weeks.

Step 8: We will meet once more in the park to confirm installation location. The Parks Department will install the bench on a concrete pad and will install the plaque flush inside the concrete pad. Donor can decide whether the inscription will face in towards the bench or out towards the park. Installation will take place sometime between May and October. It is impossible to confirm or advise in advance of installation dates.

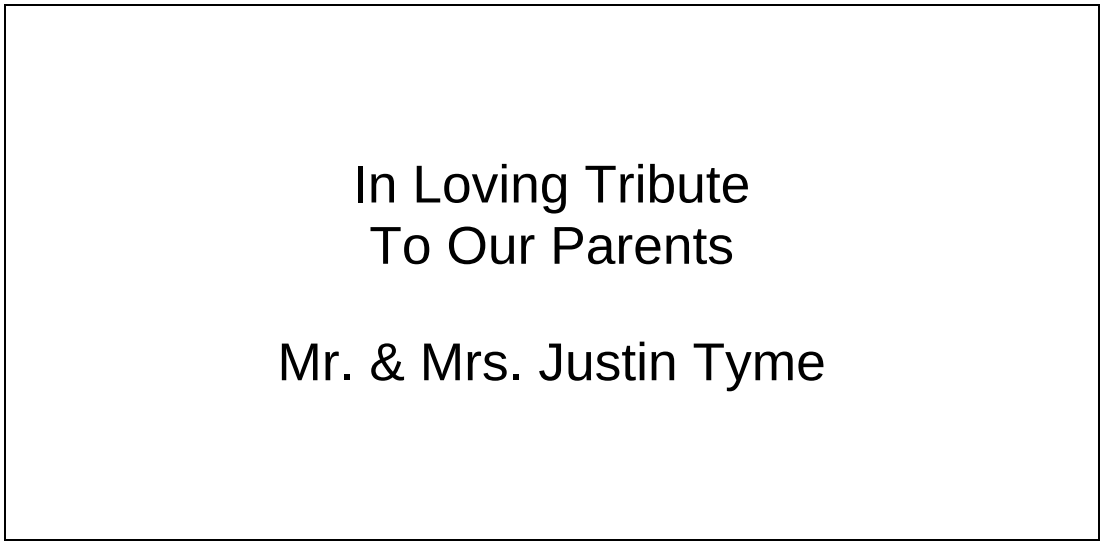
Step 9: If one or more trees are going to be planted to shade the bench or enhance the overall park area, the selection of trees must come from the approved tree list and meet the specifications listed. Donors are not permitted to plant bushes or flowers or decorate the bench or the surrounding area at any time. These unauthorized improvements to the site will be removed by the Camden County Parks Department.

I agree to the terms, conditions and requirements of the 2012 Camden County Parks Bench Donation Program.
I would like the inscription to face; in towards the bench ☐ out towards the park ☐.

_____ _____
Signature of Donor Date

PLAQUE DIMENSIONS

9” (H) x 15” (W) x ½” (D)

15 “ (W)

9” (H)