



## Memorial and Honorarium Donation Policy

### Mission and Statement of Purpose

The mission of the Clear Lake Township Land Conservancy (CLTLC) is to preserve, protect, and manage the natural environment within the watershed and township for future generations.

Our preservation efforts help foster a continuing connection between people and the places they love which is strong and long-lasting. The working lands, open spaces, blossoming prairies, mighty woodlands, and sparkling waters of our Township create the landscape that binds our shared experiences as a community. These special places are near and dear to our hearts and describe who we are, just like our family, friends, and special events in our lives.

The Conservancy has established this policy for memorial and honorarium requests by community members who wish to honor or celebrate a loved one or special event. The following values guide this policy:

- The Conservancy has a responsibility to protect the conservation values of our nature preserves;
- The Conservancy has a fiduciary responsibility to manage donors' gifts; and
- The Conservancy strives to honor and celebrate our community by responding to requests in a fair, transparent, and timely manner.

The Conservancy offers two options for memorializing and honoring a loved one or special event:

### Cash Gifts

Donors wishing to memorialize or honor a loved one or special event may do so by contributing an unrestricted or restricted cash gift of any amount. When donors make an unrestricted gift to the Clear Lake Township Land Conservancy honoring a friend, family member, special event or life of a loved one, this gift lasts as long as the land does – forever! A cash gift given to support a special project, program or preserve will be restricted per the donor's request, pending approval.

The Conservancy will send an acknowledgement to all honorees, or their family in the case of a memorial, informing them that a gift has been made in their name. Additionally, donations will be celebrated in our print and electronic newsletter. Gift amounts are not public.

### Memorial Woods Nature Preserve

A shared space to celebrate and honor special individuals in our lives was made possible with the gracious donation of Memorial Woods Nature Preserve. This space offers the Conservancy the unique opportunity to provide a shared space to celebrate, honor, and memorialize our community's friends, family members, or special events.

Individuals and families wishing to support our mission, a special project, or the stewardship of a specific nature preserve with a memorial can do so by making a donation of \$1,000 or more and will have the opportunity to personalize a memorial plate that will be displayed at the Tribute Garden in Memorial Woods.



### Donation

A small percentage of each donation will support the longevity and upkeep of the Tribute Garden in Memorial Woods Nature Preserve.

The expenditure of the restricted donation may require approval from the Board of Directors, based upon a request made by the Executive Director with input from the Lands Committee. When possible, initiatives will reflect that funding came from the memorial fund.

### Memorial Plate

Each memorial plate at the Tribute Garden will include:

Line One	In memory/honor of:	NAME OR EVENT	A gold-colored rectangular plate with a slight shadow, containing the words "CUSTOM" and "TEXT" in large, bold, black, sans-serif capital letters, stacked vertically.
Line Two	From:	NAME	
Line Three	Supporting:	MISSION OR PROJECT OR PROPERTY	



## Tribute Garden Plate Request Form

### Applicant Details

Name(s): \_\_\_\_\_ Date: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Please provide an email address for communication regarding proofing the plate and installation.*

### Memorial / Honorarium Details

Name(s) or Event \_\_\_\_\_

Notify (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Plate Engraving

Line One	In memory/honor of:	NAME OR EVENT
Line Two	From:	NAME
Line Three	Supporting:*	MISSION OR SPECIAL PROJECT OR PRESERVE

**21 characters per line including space and punctuation.**

Text Line One: \_\_\_\_\_

Text Line Two: \_\_\_\_\_

Text Line Three: \_\_\_\_\_

*\*Board approval may be needed for restricted donations.*

### Contact Us:

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