

MEMORIAL BENCH DONATION

I _____ would like to donate a memorial bench in memory of our loved one(s) _____ . The wording we choose is _____

- In Memory of _____
- In Loving Memory of _____
- In Honor of _____

We request the Ephraim Board of Trustees consider this donation. We understand that a particular location for placement of the completed bench can not be guaranteed.








Please provide a synopsis of their connection with the Village of Ephraim

(Signature)

Contact Information

_____ (Name)	_____ (e-mail)
_____ (Address)	_____ (Phone)

Our Procedure:

-  A letter is received offering to donate a bench for a loved one.
-  During the next scheduled Board meeting (they meet the 2nd Monday of every month) the trustees will review the donation request and make a motion to either accept or decline the donation.
-  The following day you will be contacted informing you of the Board’s decision and asking if you wish to proceed with the donation, if you so choose I will then place the order with the bench maker, (every bench is made to order); building time is approximately 6-8 weeks and is dependent on his availability.
-  When the bench has been completed it will be delivered, inspected and placed where needed in the Village of Ephraim.
-  An invoice is sent to the contact person requesting payment for the cost of the bench.
-  A thank you card is sent to the donor and if the bench is completed during the summer season it will also indicate where we have placed the bench, *any benches delivered between October and April will automatically be stored for the winter and placed in the spring.*
-  All benches are picked up in mid October and stored in the Village Maintenance warehouse for placement by Village Staff in mid May.