



## **Bench Program**

**Updated: February 2020**

## Summary

The ACLPO Foundation Bench Program provides an opportunity to honor, celebrate, pay tribute or memorialize.

### **A gift that makes a difference**

Funds raised through the Apple Canyon Lake Bench Program go directly to the Apple Canyon Lake Property Owners' Foundation to enhance and beautify Apple Canyon Lake properties for owners and their guests to enjoy. It's a meaningful way to make a lasting impression on the community by supporting the Foundation.

### **Adopt a Bench, \$1,500**

- A new bench with a traditional plaque will be purchased and installed in your choice of available locations throughout the Apple Canyon Lake properties. This total includes the bench, installation, commemorative plaque and 10 years of maintenance.
- Benches are installed at approved sites in the order requests are received.
- Installation depends on the time of year received and the number of preceding orders.
- Choose the specific location for your bench donation from the map of locations, however the bench's exact location will be determined by ACLPOF staff based on the needs of the Association.
- Once the bench is installed, the contact person will receive a letter notifying them that the bench has been placed, and a map showing the location of the bench. If the donor wishes, a card of acknowledgement will be sent to the recipient's family advising that their loved one has been honored or commemorated in this special way.
- A donation period will last 10 years. Within this time, ACLPOF will replace the bench, in the event of damage, at no cost to the donor.
- After 10 years, the bench will be available for re-dedication 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 re-dedicate, the donated bench may be removed or re-dedicated at any time, and the plaque will be offered to the donor.

### Bench Adoption Form

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Plaque to Read as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bench Location:

\_\_\_\_\_

Acknowledgment of Memorial Bench Donation Program Guidelines (signature required):

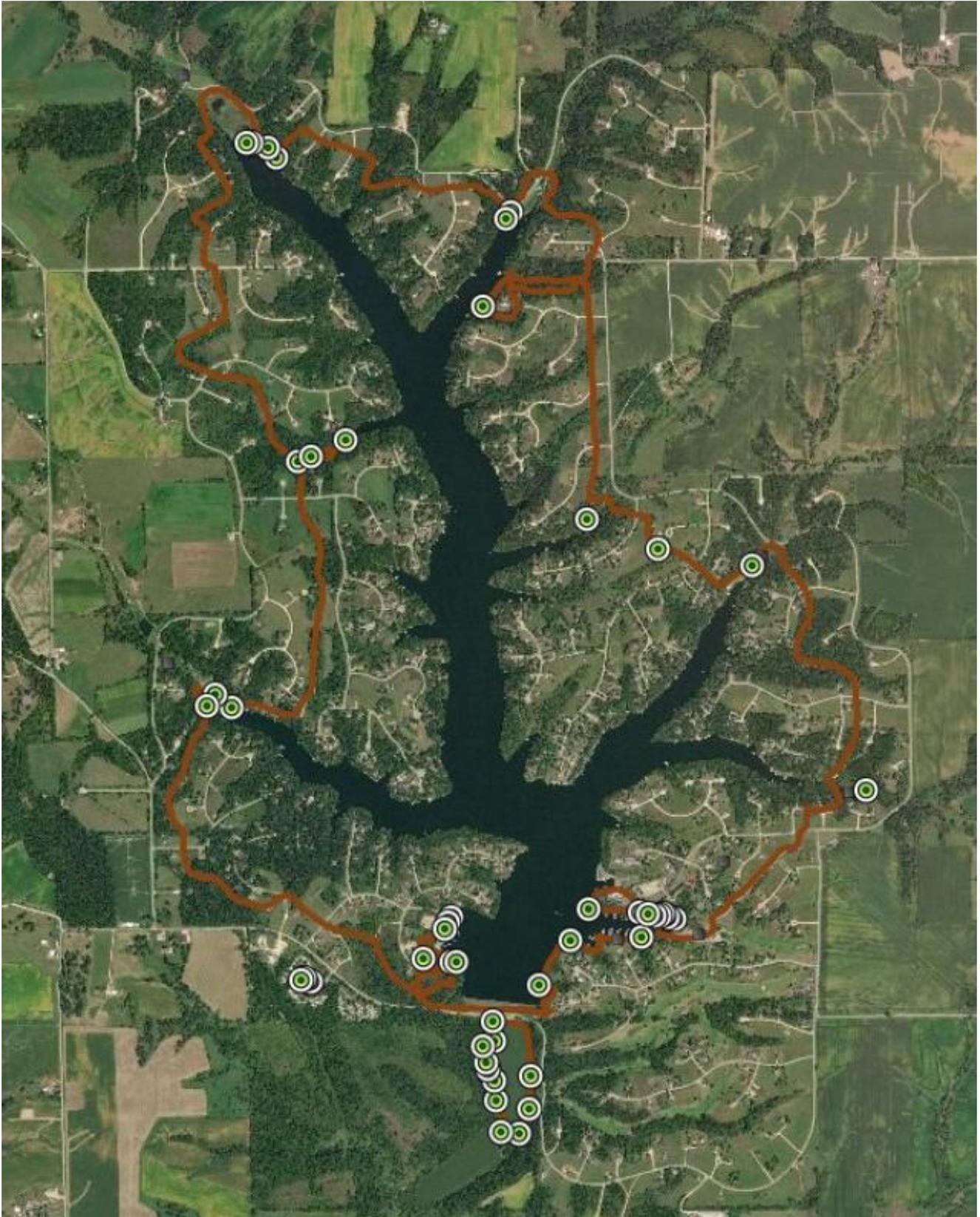
\_\_\_\_\_

### Office Use Only

Check Number: \_\_\_\_\_

Date: \_\_\_\_\_





## **ACLPOF Bench Program Guidelines for Donation, Memorial and Sponsorship Contributions**

### **1. BENCH DONATIONS**

ACLPO Foundation will accept donations for benches to honor, celebrate, pay tribute and memorialize individuals, groups, or significant historical individuals/events related to Apple Canyon Lake provided that all other provisions of the Guidelines for Donation, Memorial and Sponsorship Contributions are met.

- A. Bench donations commemorating commercial products, political parties, activist groups, or non-profit corporations involved in lobbying at any level of government, for profit corporations, or memorials containing endorsements of products or services, or that otherwise may be construed to be advertising or commercial promotion are **prohibited**.
- B. Only one bench shall be dedicated to any single person, family, group, or historical person or event within ACL, unless there is a compelling reason for additional dedications, as shall be determined by the ACLPO Foundation Board.

### **2. TYPES OF BENCHES**

- A. A high-quality bench style that can be selected by prospective donors.
- B. Benches will have a 4" by 6" custom cast bronze plaque attached to the backrest of the bench.
- C. Plaque word formatting could follow any of the examples below:
  - a. *Please note that the greater the word count, the smaller the font becomes.*

In Memory of <b>John Doe</b> 1998	In Honor of <b>The Doe</b> <b>Family</b> 1998	Dedicated to <b>John Doe</b> 1998	Friend(s) of ACL <b>John Doe</b> <b>Family</b> 1998	Given <b>In Loving Memory Of</b> <b>Martin Bouma</b> <b>By His Family</b>
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Other wording may be approved by the Foundation on a case by case basis. However, the ACLPO Foundation Board has the discretionary authority to accept, reject or edit the content of any commemorative plaque as he or she may deem necessary.

### **3. LOCATION OF BENCHES**

Benches will be installed around ACL in accordance with ACLPOA's approved list of suitable bench locations as developed by ACL staff.

#### **4. TERM OF DONATION**

Commemorative benches shall be maintained for a period of 10 years. After 10 years, the original donor may re-dedicate the bench after contributing an additional minimum donation, for a second 10-year term. Should the original donor decline to re-dedicate an existing bench, or fail to notify ACLPOA of an intent to re-dedicate an existing bench within 60 days of the expiration of the original 10-year term, the bench site may be offered for dedication or withdrawn from the commemorative bench inventory if desired by ACL staff.

#### **5. NEW COMMEMORATIVE BENCH**

After a donor and ACL Staff have agreed upon a commemorative bench location from the approved available bench site list, and a letter has been received by the ACLPO Foundation Board from the donor clarifying their understanding of the specific bench location, wording on the plaque and terms of the donation, payment can be submitted. The terms of the donation explain that the donation pays for the bench purchase, delivery freight, sales tax, plaque, and installation by ACL staff, as well as 10 years of maintenance of the bench.

- A. The current minimum donation level for a new commemorative bench is \$1,500.
- B. If the donor wishes to do two 10-year dedications initially, the cost would be \$3,000.

When full payment for the bench donation has been received by check or credit card, it will be deposited into the ACLPO Foundation Bench Fund. Then the Foundation's Financial Officer will order the bench and notify the ACL Building and Grounds Manager that the bench may be installed once received.

#### **6. RE-DEDICATED COMMEMORATIVE BENCH**

Unless a donor has secured the commemorative bench for two 10-year dedications initially, after 10 years, the donor will be asked if s/he wants to dedicate the bench for an additional period of 10 years. The re-dedication donation will cover the cost of replacing necessary materials, and an additional 10 years of maintenance. At the beginning of the re-dedication, the donor may change the wording on the plaque displayed.

If the donor chooses to re-dedicate, s/he is given an opportunity to pay by check or by credit card. The current minimum donation for a rededicated commemorative bench is \$1,500.

When full payment for the bench donation has been received, it will be deposited into the ACLPO Foundation Bench Fund. Then the Foundation's Financial Officer will notify

the ACL Building and Grounds Manager to order any necessary replacement materials to be installed. **Note:** *If the bench site is no longer suitable, a new location will be proposed and decided on.*

If the donor **does not** want to re-dedicate, the ACLPOA will remove the brass plaque and replace any board(s) on the bench and offer the site for a new commemorative bench. The plaque will then be offered to the donor.

## **7. COMMEMORATIVE BENCH PROGRAM TRACKING**

ACLPOA will maintain a list of all dedicated benches and sites available for dedication. This list will be updated as needed. Administrative staff will also coordinate correspondence such as thank you letters and re-dedication letters.

The Foundation's Financial Officer will oversee reviewing and approving all expenditures from the Bench Program Fund.

## **8. QUALIFYING DONATIONS**

The ACL General Manager and Foundation Board may annually review and adjust the required minimum donation for dedication of a bench or alter or otherwise change the terms of dedication. Any change will only affect bench donations made after such changes become effective.