



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
 www.ci.bayport.mn.us

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name:			
Main Phone Number:		Alternate Phone Number:	
Email Address:			
Address:			
City/State/Zip:			
Organization Name (if applicable):			

Donation Information	
<input type="checkbox"/> Bench with dedication plaque - \$1,000.00 <input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00 <input type="checkbox"/> Picnic table - \$1,500.00 <input type="checkbox"/> Tree - \$250.00	<input type="checkbox"/> Bike rack - \$500.00 <input type="checkbox"/> Flag - \$150.00 <input type="checkbox"/> Flower planter - \$500.00 <input type="checkbox"/> Waste receptacle - \$500.00
<input type="checkbox"/> Monetary donation of \$_____ for	<input type="checkbox"/> Cemetery <input type="checkbox"/> Fire Dept.
	<input type="checkbox"/> General Fund <input type="checkbox"/> Police Dept.
<input type="checkbox"/> Parks	
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i>	

Donor Acknowledgement and Signature	
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>	
Signature:	Date:

Office Use	
Staff notes: <i>(Include requested placement location)</i>	
Donation amount received:	Date received:
Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Check	Received by:

BENCH PLAQUE TEXT SAMPLES

SAMPLE #1

This bench is dedicated in memory of

**Jonathan James Doe
January 1, 1920 – January 1, 2000**

**By his loving family and friends,
this 1st day of January, 2015**

SAMPLE #2

This bench is dedicated in celebration of

**Mr. and Mrs. Jonathan James Doe
On their 50th Wedding Anniversary**

**By their loving children,
this 1st day of January, 2015**

SAMPLE #3

This bench is dedicated in recognition of

Mr. Jonathan Doe

**For his service as Commander of the
Bayport American Legion Post 491
January 1, 2010 – January 1, 2015**