

**Donation Hold-Time Limit:** A donation request will only be held for two weeks without contact. If at any point in the donation discussion **before payment is received**, there is a break in contact from the potential donor of over two weeks, the item in question will be relinquished. After two weeks without contact, the potential donor must restart the donation process; they may select an item available at that time at the current rate. There is no holding of donatable items for potential donors for over two weeks without contact.

**Payment Date Requirement:** Payment for a donation is required before the plaque inscription is sent to the vendor for proofing. The donation includes two edits of the plaque. Each additional proof after two will cost \$10, to be paid before the plaque goes into production.

**Plaque Inscription Rules:** Plaques may contain a message of the donor's choosing; however, after around 40 words, the font size begins to decrease, along with readability. Plaques may not contain any special characters or graphics; nor may plaques contain any profanity or hate speech.

**New Trees:** Donations of new trees are available year-round; however, donated trees will not be planted until the Park District's normally scheduled tree planting timeframe, typically in the Fall. Park District staff have final say over tree species and location.

**Donation Lifespan and Sunset Date:** Donations last the lifespan of the item or 10 years; whichever is longer. At the end of a donated item's lifespan or specified sunset date, the prior donor has first priority to renew their donation at the new going price.

**Donation Timeline:** Donations of benches, tables, stadium seats, and established trees take a minimum of 12-14 weeks from the point the Park District confirms the plaque inscription from the donor; longer if products required are on backorder or if the item has been removed for construction or for the season. In the case of new trees, donation timeline is dependent on species availability and the Park District planting schedule. Glencoe Park District cannot guarantee a timeline shorter than that described above.

**Donation Refunds:** Once a donation is collected, there are no refunds. Once accepted, all donations become the sole property of the Park District to be administered by the Park District on behalf of a grateful community.