

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 written request is received offering to donate a bench to the Village of Ephraim.
-  During the next scheduled Board meeting (they meet the 2nd Tuesday 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.
-  When the bench has been completed it will be delivered, or picked up and placed where needed in the Village
-  An invoice is sent to the contact person requesting payment for the cost of the bench. The first year I may be able to tell you where the bench is located, after that benches are placed as they come off the truck.