



O'Brien County Conservation Memorial Donation Policy

The purpose of this policy is to establish guidelines for the consistent decision-making process related to acceptance, placement and long-term maintenance of public requests for memorial donations in O'Brien County Conservation Board managed facilities, parks, natural areas and trail systems. The adoption of this policy does not bind the Board or its staff to approve any particular proposed memorial.

The protection of the natural environment is a high priority. To this end, O'Brien County Conservation Board may refuse proposed memorials in order to promote resource management and sustainability of natural landscapes, or for other reasons the Board decides warrant refusal of a proposed gift. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience.

Procedure:

1. Donor talks and/or meets with OCCB staff to share ideas and then submits a completed Memorial Donation & Gift Agreement Form to the O'Brien County Conservation Board.
2. Staff will review and determine the appropriateness of the proposal in light of the approval criteria and will notify the donor of the review decision, identifying any additional conditions of approval.
3. With a positive review decision, OCCB staff will finalize the Memorial Donation & Gift Agreement Form between the OCCB and donor and submit it to the Director for approval.
4. Donors are responsible for all costs associated with the purchase of the item. OCCB staff are responsible for placing the order or working with the donor on the order to ensure standards are met. Currently there are two options for payment:
 - a. Donor gives check to OCCB for donation and OCCB places the order. The donor must note on the check that is for the donated item.
 - b. Donor purchases and pays for the donated item directly to the vendor. Once the donor receives the materials, then it can be donated to OCCB. If the item does not meet OCCB standards it will not be accepted.
 - c. The donated item itself is the gift tendered by the donor, not any moneys expended by the donor to create or obtain the item.
5. OCCB shall be responsible for installation of the item and routine maintenance of the item. Once installed the memorial becomes the property of the O'Brien County Conservation Board.
6. Due to OCCB's ongoing duties regarding its maintained properties, OCCB does not guarantee permanency of the memorial. If a memorial must be removed or relocated, staff will attempt to notify the donor at the



**O'Brien County
Conservation Board**

**4931 Yellow Ave
Peterson, IA 51047**

712-295-7200 
occb@obriencounty.iowa.gov 
prairieheritagecenter.org 

address shown on the completed Memorial Donation & Gift Agreement Form. OCCB takes no responsibility to replace stolen, vandalized or deteriorated memorials.

Considerations:

Contributions for trees are gratefully accepted and are used to purchase, plant, and maintain trees throughout the park system. Memorial tree requests are accepted year round; however, trees are only planted in the spring or fall to maximize young tree health and development. Tree selection is based on location and tree species diversity.

Picnic tables and benches allow family an opportunity to commemorate a special person with the placement of a bench or table that enhances our community's parks. Plaque text on any memorial bearing or consisting of a plaque is subject to approval by OCCB staff alongside all other aspects of a proposed donation.

Within the OCCB park system there are many amenities that make each park more accessible and enhance recreational opportunities. They include shelters, play structures, docks, etc. Please contact staff for information about park amenity donation opportunities.

More information and design specifications for benches and tables can be found on our website:
www.prairieheritagecenter.org



Memorial Donation and Gift Agreement Form

Name: _____

Address: _____

Phone: _____ Email: _____

Suggested Park for Donation: _____

Proposed Location: _____

Description of Item to be placed: _____

Plaque Inscription: _____

Terms and Conditions of Memorial Donations and Gifts

- Placement of memorials must be compatible with existing development plans.
- Memorials are not permitted within designated wildlife management areas.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the O'Brien County Conservation Board.
- Memorials must have consent from the most immediate surviving family and/or legal custodians of the deceased.
- Large scale memorial donations may be considered on a case-by-case basis.
- Non-designated monetary memorial donations will be used to meet current needs of the OCCB.

Memorial gifts to O'Brien County Conservation Board are considered outright and unrestricted donations. O'Brien County Conservation Board does not guarantee permanency of the accepted donation. If a memorial must be removed or relocated OCCB staff will attempt to notify the donor at the address shown on this form. The donor declares to have read the Terms and Conditions of Memorial Donations and Gifts and agrees with the conditions set forth in the agreement.

I have read and understand the terms and conditions

Donor Name and Date: _____

Director Name and Date: _____

OFFICE USE ONLY	Received:	Donor Contacted:
Vendor Contacted:	Invoice #:	Purchase Price:
Payment Received:	Payment Sent:	Installed: