



WEST MANCHESTER TOWNSHIP MEMORIAL BENCH/TREE PLANTING DONATION

Thank you for your interest in donating a memorial bench or planting a tree (in honor or in memory of someone) to West Manchester Township. The donation will benefit residents and the community for many years to come and is much appreciated.

Memorial Bench with 2"x10" Plaque – \$1,500

Standard bench donations are 6 feet in length. The maintenance of the benches will be the responsibility of the Parks and Recreation Department. Maintenance (graffiti removal and periodic cleaning) will be provided by the township for the life of the bench. Donation of a bench is a one-time purchase, which covers installation of a plaque and bench. Upon expiration of its useful life or if it suffers an act of vandalism or natural cause, it will be removed.

All benches are to be placed on Township Property. West Manchester Township will not install a bench on private property.

1. Complete the application with desired location and plaque.
2. Once a bench location and plaque wording is approved by Township staff, donor will submit payment (paid by check made payable to West Manchester Township).
3. Upon receipt of payment, Township staff will order the plaque & bench and contact the donor as to when the bench will be installed.
4. Township staff will email the donor a photograph of the memorial bench after installation and provide the donor with a donation recognition letter.

Remembrance Tree with 6"x8" Plaque Details – \$300

1. Complete the application with desired location and plaque.
2. Once a planting location and plaque wording is approved by Township staff, donor will submit payment (paid by check made payable to West Manchester Township).
Township staff will select the tree type based on location suitability and native species.
3. Upon receipt of payment, Township staff will order the plaque & tree and contact the donor as to when the tree is planted.
4. Township staff will email the donor a photograph of the memorial bench after installation provide the donor with a donation recognition letter.

DONATION APPLICATION

Donor Name: _____

Donor Address: _____

Email: _____ Phone Number: _____

Donor Signature: _____ Date: _____

Desired Park Location: _____

Desired Wording on Plaque: _____

Please make check payable to: West Manchester Township

Please mail check/form to: West Manchester Township

Attn: Sponsorship

380 E Berlin Rd York, PA 17408

Donations may be tax-deductible

West Manchester Township Tax ID# 23-6050235

OFFICE USE ONLY

Rental Fees and Requirements:

☐ \$1,500 for bench (covers the cost of the bench and plaque & installation)

☐ \$300 for tree (covers cost of the tree and plaque & planting)

Date Received: _____ Payment Check #: _____ Staff Initials: _____