

# ADOPT A BENCH PROGRAM



*Valdosta Main Street Program*



# ADOPT A BENCH PROGRAM POLICY

The intent of this policy is to provide people with an opportunity to commemorate or honor family, friends or events in downtown Valdosta through the adoption and financial care of a downtown bench. To establish funding requirements and recognition standards for bench donations to Valdosta Main Street. **Organizations/Individuals Affected** Any person who donates money specifically to the Adopt-A-Bench program with Valdosta Main Street.

**Policy Statement** This program is henceforth recognized as the Adopt-A-Bench program. Cost for bench adoption is based on actual cost of the bench and installation. The Valdosta Main Street office will purchase a bench plaque that meets standards and requirements. The program allows for the adoption of an existing bench within the Valdosta Main Street district. Bench types: Existing standards will be used in the selection of a bench. **Procedure** 1. Potential donor will fill out the Adopt-A-Bench PDF form and submit to Valdosta Main Street. 2. Valdosta Main Street will review form and contact donor within five business days. 3. Valdosta Main Street will work with donor to get internal approval with appropriate staff on final location of bench. 4. Once location is agreed upon, donor will submit payment in full:

Valdosta Main Street  
Adopt-A-Bench  
Program PO Box 1125  
Valdosta, GA 31603

5. Donor will submit potential wording of plaque to Valdosta Main Street who will work with donor and internal staff to approve. Profanity, obscenities, hate speech or symbols, or otherwise inappropriate references are prohibited.
6. Plaque will be installed by Valdosta Main Street Maintenance Tech. on the back center of bench.
7. Bench Installation: Once plaque is received timing for installation of bench will be determined by crew availability.
8. Bench Re-Adoption: If a plaque is placed in recognition, the plaque will remain for the life of the bench (a minimum of ten years). After ten years, the program may make a bench available for re- adoption. At that time, the original donor can contact the Valdosta Main Street program to express their desire to re-adopt. The Valdosta Main Street program will make an effort to contact the original donor, however if a donor is unreachable, updated contact information was not provided, or the donor did not signal their desire to re-adopt by contacting the Valdosta Main Street program, the Valdosta Main Street program may allow for a new donor to adopt that bench.

The Valdosta Main Street program and the City of Valdosta reserve the right to re-locate, permanently move or replace with comparable a bench/plaque due to capital construction, landscape redesign or other extenuating circumstances. During the initial ten year donation period, a comparable location will be provided and staff will work with the donor to collaborate should such need arise. If construction happens post the ten year adoption period, an attempt will be made to contact the donor, but we cannot guarantee a replacement of the bench or associated plaque. Donors are encouraged to keep all contact information up to date.

# ADOPT A BENCH

The Adopt-A-Bench program was established in 2019 as a fund to maintain and endow the care of downtown Valdosta's benches. In recognition of contributions to the fund, Valdosta Main Street installs a personalized plaque on a bench of the donor's choosing. Benches may be endowed for \$1,250. A bench is a wonderful way to memorialize or honor a loved one. While the plaques take about 8 weeks for production and installation, a personalized certificate can be provided immediately upon adoption to notify the recipient that a bench has been adopted in their honor. We will acknowledge a donation of \$1,250 with a personalized plaque on the bench of your choice. Full payment must be received before you can reserve a bench. Bench adoption payment can be made by check or credit card. Not all benches without plaques are available. Please first consult our map of available bench locations in downtown Valdosta. We are happy to provide maps of any of your preferred locations. You may submit your proposed inscription for the plaque for approval using the reverse of this form. Once the fabricator's proof is approved, it takes approximately eight weeks for the plaque to be produced and installed. Please email for a current map of available benches. I am interested in making a donation to the Adopt-A-Bench Program:

- \$1,250
- Other \_\_\_\_\_

By submitting this form I acknowledge that my contribution will be placed into Valdosta Main Street Program the purpose of which is to promote and maintain downtown Valdosta, and that the Valdosta Main Street Program and the City of Valdosta reserve the right to temporarily or permanently alter or relocate benches.

I understand that it is my responsibility to update the Valdosta Main Street Program with my current contact information.

Name: \_\_\_\_\_ DATE \_\_\_\_\_

In Honor of: \_\_\_\_\_

In Memory of: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Name on Card Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Please make check payable to Valdosta Main Street, Adopt-A-Bench Program, PO Box 1125, Valdosta, GA 31603

I would like to adopt bench number:

1st choice: \_\_\_\_\_; 2nd choice: \_\_\_\_\_; 3rd choice: \_\_\_\_\_; 4th choice: \_\_\_\_\_

Please use the box to fill out the inscription:

The Valdosta Main Street Program and the City of Valdosta, in its sole discretion, reserve the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of any third party, or is otherwise inappropriate. Benches identified for adoption will be reserved for 6 weeks following receipt of payment. If a proposed inscription is not received within this time period, the bench selected will be released from hold, and if unavailable at the time we receive your proposed inscription, we will assist you in selecting another bench.

