

**Olbrich Botanical Society**  
**Gift Recognition Policy for Olbrich Botanical Gardens**

Approved December 16, 2003

Updated September 18, 2007

Updated June 15, 2009

Gifts to support Olbrich Botanical Gardens help bring joy and beauty to hundreds of thousands of people each and every year. The Gardens celebrate the vitality of life and the beauty of the natural world.

Olbrich Botanical Gardens will recognize donors in ways that maintain the beauty and integrity of the Gardens and are consistent with the organization's mission. The following policy outlines the basic tenets of donor recognition at Olbrich Botanical Gardens. The Development Committee may review the policy periodically and, from time to time, make policy revision recommendations to the Olbrich Botanical Society Board of Directors. Additional opportunities for donor recognition may be considered in association with capital campaigns and endowment gifts.

**General Policy**

- ◆ Recognition will be implemented consistently and equitably.
- ◆ Gifts to support Olbrich Botanical Gardens will be recognized in the Olbrich Gardens newsletter and annual report. With their permission, members of the Olbrich Circle and the Michael B. Olbrich Legacy Society will be listed in the Annual Report. A collection of annual reports will be bound in a book titled "Gifts to the Gardens," which will be available for all to see in the Schumacher Library.
- ◆ Provisions will be made for those donors requesting anonymity.
- ◆ ~~Gifts to support Olbrich Botanical Gardens will be recognized on a sign in the lobby for one year. The sign will be updated annually.~~
- ◆ The Donors' Arbor will be the focus of donor recognition at Olbrich Botanical Gardens. Gifts of \$5,000 or more, or cumulative gifts of \$5,000 or more, may be recognized on the Donors' Arbor. Contributions will be recognized on the Donors' Arbor at these levels:
  - ◆ Iris Donors \$5,000 and above
  - ◆ Trillium Donors \$10,000 and above (added February 9, 2005)
  - ◆ Lily Donors \$25,000 and above
  - ◆ Peony Donors \$50,000 and above
  - ◆ Rose Donors \$100,000 and above
  - ◆ Gardenia Donors \$250,000 and above
  - ◆ Magnolia Donors \$500,000 and above
  - ◆ Lotus Donors \$1,000,000 and above

~~With their permission, donors~~ Donors named on the Donors' Arbor will be listed in the annual report, ~~unless anonymity has been requested.~~

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## Naming

- ◆ New gardens or garden features may be named for a donor or designated honoree in recognition of a gift of \$1,000,000 or more. It is expected that the gift will cover the total estimated project cost, plus a stewardship endowment fund for long-term maintenance.
- ◆ Existing facilities, gardens and garden features may be named for a donor or designated honoree in recognition of a gift of \$500,000 or more. The gift will establish an endowment fund that will generate income sufficient to fund the estimated annual operational and/or maintenance cost or such other amount established by the Gardens' Director and the Olbrich Botanical Society.
- ◆ A fund may be named for a donor or an honoree designated by the donor in recognition of a gift of \$25,000 or more.
- ◆ The naming of a facility, garden or garden feature is subject to the approval of the Board of Directors of the Olbrich Botanical Society.
- ◆ Gifts received during a capital campaign or for a special project, will have accompanying board-approved naming opportunities and will be recognized in accordance with the plans for said projects.

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## Garden Benches

- ◆ Because they meet a functional need for seating, garden benches provide a special opportunity for recognition. As they are needed, Olbrich will offer garden benches in recognition of a specified one-time donation as determined by the Development Committee.
- ◆ Locations for benches will be determined by staff, based on need and garden design.
- ◆ Benches will remain in the Gardens for as long as possible. When a bench is no longer structurally sound, the bench will be removed from the Gardens. The plaque from the bench will be installed on the Bench Trellis.

## Engraved Garden Bricks

- ◆ Olbrich's Engraved Garden Brick program was ended in May 2007. Engraved Garden Bricks will remain in the Gardens for as long as possible. However, periodic improvements in the design of the Gardens or other natural causes may necessitate relocation or eventual retirement of bricks. To the extent possible, staff will advise Engraved Garden Brick donors when bricks are being relocated or retired.

## Tribute Trellis

- ◆ Olbrich's Tribute Trellis program was introduced in Summer 2007 to provide an opportunity for temporary recognition in the Gardens. A donor may make a donation and have an engraved plaque placed on the custom-designed Tribute Trellis for a period of one to three years, depending on the amount of the donation. At the end of that time, the donor may choose to make another donation, extending the amount of time that the plaque is

displayed, or have the plaque returned to him/her or his/her designee as a memento of the Gardens.



Approved by OBS Board of Directors 12/16/2003

Update Approved by OBS Board September 9/18/2007, ~~and~~ 6/15/2009, 3/17/2015

~~Approved Approvals~~ by Board of Park ~~s~~ Commissioners 2003, 2007, Sept 2009

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