

Adopt-a-Bench Information Sheet and Donation Form

What is Adopt-a-Bench?

Flushing Meadows Corona Park is an 898 acre park in Queens. It is surrounded by 6 different Community Boards and home to world famous cultural and athletic facilities. The park serves as a haven where both New Yorkers and visitors alike can enjoy nature in an urban environment.

This bench adoption helps us care for our parks while leaving your mark!

Your tax-deductible donation of **\$2,500** supports our park and will pay for the installation of a personalized message on a plaque for your favorite park bench. Adopt-a-Bench is the perfect way to honor a loved one, celebrate a special occasion or anniversary, recognize a community member, leave birthday wishes or make a proposal!

Once you have made your donation, the process from start to finish takes approximately three months.

Plaques remain on the benches for the life of the bench, which is **approximately 10 years**. If within that time, the bench or plaque is damaged or vandalized, NYC Parks will replace that bench and/or plaque at no cost to you.

How can I adopt a bench?

1. *Get started:* Contact the Alliance for Flushing Meadows Corona Park by emailing info@allianceformcp.org or calling (718) 760-6865.
2. *Choose a bench:* Identify which bench you would like to adopt. Send photographs of the bench or a short description of the location to confirm availability. If you are unable to visit the park, we can help choose a bench for you.
3. *Submit the donation form and payment:* Send in the completed donation form and the associated contribution, payable to the Alliance for Flushing Meadows Corona Park. This form is found on the second page of this document. We can also provide an electronic payment link if you'd prefer to pay with a credit card.
4. *Enjoy the bench:* You will be notified once the Park Administrator has installed the plaque, and the plaque will be on the bench for all to enjoy!

What do the plaques usually look like?

The plaques are 5.5" wide and 1.875" tall, stainless silver with a light border engraved ¼" from the edge. You can leave any kind of message – marriage proposals, memorials, birthday wishes, and miscellaneous notes – with the Alliance's approval. There is no character limit but remember – the more text you wish to have on the plaque, the smaller the text will be. The recommended length is less than 100 words or 500 characters. You can use any formatting that you'd like, or we can recommend one for you.

What does it cost?

The cost to adopt a bench in Flushing Meadows Corona Park is **\$2,500**. Your contributions are tax-deductible. We also accept Matching Gifts towards bench adoptions – ask your employer for more details.

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|---------------------------|--|
| Donor | |
| Address | |
| Amount | |
| Purpose/Location | |
| Inscription | |
| Date | |
| Signature of Donor | |

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| Approved by AFMCP | |
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All donors must complete this form. The donation cannot be processed without a completed form (or a letter stating the purpose of the donation). The Alliance for Flushing Meadows Corona Park is a registered 501(c)(3) organization and can provide a reciprocal tax acknowledgment letter for your contribution as well.

Upon completion, you may submit the form via email or mail it to our offices in the park. See below for the relevant instructions:

Alliance for FMCP Email Address:

info@allianceformcp.org

Alliance for FMCP Mailing Address:

Anthony Sama
Olmsted Center, FMCP
6 Olmsted Drive
Flushing, NY 11368