



PARKS AND RECREATION
Town of Chapel Hill
200 Plant Road
Chapel Hill, NC 27514

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www.townofchapelhill.org

PaRC Catalog Contributions and Gifts Program

Instructions to the Donor

1. A copy of the PaRC Catalog Contributions and Gifts Program are available both online, as well as in print, to anyone who wishes to consider a public or private gift that enhance, beautify, improve, or otherwise benefit the Town of Chapel Hill Parks and Recreation Department's facility and program experiences.
2. The PaRC Catalog Contributions and Gifts Program establishes guidelines, standards and rules for making a contribution of small park related amenities to the Town of Chapel Hill Parks and Recreation Department.
3. Once an application has been made, the Director for Parks and Recreation or his designee has the responsibility of either approving or denying the application.
4. If denied or if more information is needed, we will contact donor promptly.
5. Once your application is accepted, donors will be asked to sign an agreement of mutual understanding, to the terms and conditions of the Town accepting the donation and make a payment for the total cost to the Town of Chapel Hill.
6. Once a signed agreement has been received and signed by all parties, a letter will be written to the donor, acknowledging your tax-deductible contribution, and reviewing with you any recognition being planned.
7. The contributor will be informed of and invited to participate in the process for coordinating the installation of the park related gift and the commemorative plaque (if applicable).
8. Your questions regarding guidelines and procedures may be directed to our PaRC Catalog facilitator, Wes Tilghman, Marketing and Sponsorship Manager for the Town of Chapel Hill Parks and Recreation Department at (919) 968-2823 or by email at wtilghman@townofchapelhill.org.