HAWL MEMORIAL TREE FUND

The Memorial Tree Fund allows for the planting of trees at strategic locations throughout HAWL. Through private contributions of $25 or more, someone dear can be honored or remembered with a beautiful tree for many years to come. In the case of multiple contributions, more than one tree may be planted.

In addition, with approval of the General Manager, you may purchase and place a small memorial plaque near the tree. The use of a plaque must be approved by the General Manager before installation. The specifications for the plaque are as follows: the plaque (including the back plate with rounded edges for safety) cannot be larger than 4" W x 6" L. The pole size should be 2.5" in diameter and 34" long. The pole needs to have a sign cap so that the plaque can be locked on and the color must be black. The pole (including the plaque) should only be 20" above the ground and 18" below the ground. A picture of an acceptable memorial plaque (with pole) is available at the HAWL Office. HAWL will not be responsible for any damage to the plaque.

Contributions will not only help you take part in keeping HAWL beautiful, but also to remember or honor someone you love and respect.

Thank you for your help in making HAWL a more beautiful community in which to live. To make a contribution, complete the form below.

I would like to contribute $_____ to the HAWL Memorial Tree Fund.

This contribution is: ☐ in honor of: _____

or

☐ in memory of: _____

_____

Contributor's Name (Please Print)

_____

Address

_____

City, State, & Zip Code

An acknowledgement will be sent for your contribution. Please indicate below who the acknowledgement card should be mailed to. Should the below section be left blank, the acknowledgement card will be mailed to the "contributor".

_____

Name (Please Print)

_____

Address

_____

City, State, & Zip Code

Payment Methods:

☐ **Check** - Please make your check payable to *HAWL*. ☐ **Cash**

☐ **Charge -** to lot number: _____ _____

Property Owner's Signature

Once completed, this form can either be turned in to the HAWL Office or mailed to: P.O. Box 1011; Picayune, MS 39466

For Office Use Only:

Date Received: _____ Payment Received by: _____

CASH/CHECK: (circle one)

Rang Up:_____

CHARGE:

Charge Ticket #:_____

Initial and Date each line below as the corresponding task is completed:

_____Make copy of form for Kathy/Danny Stockstill, then call them to inform the copy is available to be picked up.

_____Update Memorial Tree Fund Tracking Spreadsheet.

_____Send Acknowledgement Card.

_____File original form in Memorial Tree Fund folder.

_____Bookkeeper reimbursed Kathy/Danny Stockstill and Memorial Tree Fund Tracking Spreadsheet was updated.

Revised: 03/01/17