



## **Town of St. Albans Request for a Memorial or Community Gifts Procedure**

The rehabilitation and refurbishment of the Stone House offers the Town and its citizens an opportunity to honor and/or memorialize friends, colleagues and loved ones. Gifts can be cash donations or a planned charitable gift. Examples of these planned charitable gifts include bequests, life insurance policies, charitable trusts, and gift annuities which are to be expended to restore, refurbish, and maintain the Stone House.

To request a memorial or contribution gift:

- Complete the Request for a Memorial or Community Gift form
- Submit to the Town Manager's office
- Town Manager will provide to the Selectboard for their approval (this process may take 15-30 days)