

Leaf-A-Legacy Donation Instructions

The Portage Parks Foundation (PPF) is a 501(c)(3) that provides opportunities for the community to be engaged with the improvement and beautification of the parks in Portage for all to enjoy. Our goal is to plant at least 400 trees over the next two years. This effort will revitalize Portage, reforest our natural lands, and provide homes and food for wildlife, as well as clean air and water for future generations. The Portage Parks Foundation is a monetary only, non-profit fiduciary organization.

CONTRIBUTION LEVELS

 Leaf-A-Legacy Tree Donation Giving Levels 			
LEVEL	DONATION	BENEFIT	TREES
Supporter	Up to \$499	Personalized Donor Certificate	1
Champion	\$500 - \$999	Above plus Recognition in Portage Online Tree Registry	2 - 3
Guardian	\$1,000 - \$2,499	Above plus Name on Bronze Plaque & Promotional Materials*	4 - 8
Visionary	\$2,500 - \$4,999	Above plus Recognition in the Portager Newsletter	9 - 15
Legacy	\$5,000 - \$10,000	Above plus Commemorative Art Piece	16 - 32

* Plaque to be mounted at Celery Flats at the end of this two-year campaign in 2026.

CONTRIBUTION METHODS

- A. **In Person** (Portage Parks & Rec Dept Office located at 320 Library Lane)
 - Personal Check: make check to Portage Parks Foundation (w/ completed donation form at office)
 - Cash: place cash (w/ completed donation form at office) into envelope
 - Place donation(s) into an envelope at the office Portage Parks Foundation mailbox
- B. **Mail** (mail to: Portage Parks Foundation at 320 Library Lane Portage, MI 49002)
 - Go to the PPF Website: www.portageparksfoundation.org
 - Open, Print & Complete the donation form designated on the website Fundraisers & Donate page
 - Please mail checks only (NO CASH). Make checks out to Portage Parks Foundation
- C. **Electronic** (visit the Fundraisers & Donate page at the PPF website: www.portageparksfoundation.org)
 - Open and complete the donation form designated on the online website Fundraisers & Donate page
 - Select PayPal or Credit Card contribution method & follow the transaction process

MORE INFORMATION, QUESTIONS AND/OR GUIDANCE

By Telephone – call the Portage Parks & Recreation Department at 269-329-4522

By Email – send an email to: contact@portageparksfoundation.org for a timely response

Visit In Person – visit the Portage Parks & Recreation Dept. at 320 Library Lane Portage, MI

Thank you for your interest in supporting the Portage Parks Foundation Leaf-A-Legacy Donation Program. We appreciate your commitment and contributions to assist with the reforestation of the Portage Parks System!

Peter Strazdas, President (Portage Parks Foundation)

Portage Parks Foundation: 501(c)(3) Non-Profit Organization # 84-2036232