



### *How In Memoriam Gifts help the Royal Botanic Gardens*

Donations made to the Royal Botanic Gardens Foundation Victoria are invested, and the income generated is made available to the Royal Botanic Gardens to utilise wherever the funds can be applied most beneficially. The Foundation was established as a charitable trust in 2001 and has been endorsed as an income tax exempt charitable entity under the *Income Tax Assessment Act 1997*.

In Memoriam Gifts to the Royal Botanic Gardens support the work of the following:

- ~ Royal Botanic Gardens Melbourne
- ~ National Herbarium of Victoria
- ~ Royal Botanic Gardens Cranbourne
- ~ Australian Research Centre for Urban Ecology

### *Thank you for your support.*

All information you provide will be treated in strict confidence, in accordance with privacy legislation.

### *For further information:*

Tel.: 03 9252 2303

Email: [development@rbg.vic.gov.au](mailto:development@rbg.vic.gov.au)

## *In Memoriam Gifts*



Royal  
Botanic  
Gardens  
Melbourne

ROYAL BOTANIC GARDENS FOUNDATION VICTORIA

## Remembering someone you love with a gift to the Royal Botanic Gardens

Families and individuals arranging funerals or memorial services sometimes request that relatives and friends do not send flowers to the service, but instead make a memorial gift to a not-for-profit organisation.

An In Memoriam Gift to the Royal Botanic Gardens Foundation Victoria is a thoughtful and practical way to remember a relative or friend. These Gifts will help sustain the Gardens and ensure that this treasured place continues to bring pleasure to generations of visitors.

If you are arranging a funeral or memorial service, and you wish to designate the Royal Botanic Gardens as the recipient of memorial donations, please let us know as soon as possible so that we can ensure that Gift Envelopes are made available to you.

*A tear-off panel is provided for your use.*

## Acknowledgement of In Memoriam Gifts

Each In Memoriam Gift is acknowledged with a personalised condolence letter to the person or family nominated by the donor, so that they will know who has made a special donation in memory of their loved one. Receipts will be forwarded to individual donors.

All donations support the work of the Royal Botanic Gardens, a not-for-profit organisation, and are tax deductible.

For further information, please contact Royal Botanic Gardens Melbourne, Development Branch.

Tel.: 03 9252 2303

Fax: 03 9252 2413

Email: [development@rbg.vic.gov.au](mailto:development@rbg.vic.gov.au)

Website: [www.rbg.vic.gov.au](http://www.rbg.vic.gov.au)

## In Memoriam Gifts – advice of funeral or memorial service

### Urgent (by fax\*)

To:

In Memoriam Program

The Development Branch

Royal Botanic Gardens Melbourne

Fax: 03 9252 2413

Tel.: 03 9252 2303

Email: [development@rbg.vic.gov.au](mailto:development@rbg.vic.gov.au)

*\* Fax facilities are frequently provided by funeral directors and are available at most post offices.*

### Please provide us with the following information at least two days in advance of the funeral or memorial service.

*(Please print all information required below)*

Name of person for whom funeral or memorial service is being held

Date and time of service

Location of service *(please provide street address in full)*

Name of funeral director

Tel.

Your title *(please circle)* Mr/Mrs/Ms/Miss/Dr

First name

Surname

Address

State

Postcode

Tel. (home)

(business)

Mobile

Email

*(Please tick, as appropriate, to indicate relationship to deceased person)*

Executor

Next of kin

Funeral director

Other

Approximate number of Gift Envelopes required

### Arrangements for collection or delivery of Gift Envelopes

*(Please tick, as appropriate)*

- Please make Gift Envelopes available for collection at Reception, Visitor Centre, Royal Botanic Gardens Melbourne, Birdwood Avenue, South Yarra (Melways Map 2F, K12), by \_\_\_\_\_ am/pm *(please circle)* on \_\_\_\_\_ *(date on which Gift Envelopes will be collected)*

Name of person collecting Gift Envelopes

Tel.

- Please post/deliver Gift Envelopes to funeral director by \_\_\_\_\_ am/pm *(please circle)* on \_\_\_\_\_ *(delivery date)*

- Please post/deliver Gift Envelopes to place of service by \_\_\_\_\_ am/pm *(please circle)* on \_\_\_\_\_ *(delivery date)*

Name of contact person at place of service

Tel.

### Arrangements for return of Gift Envelopes

*(Please tick, as appropriate)*

- Gift Envelopes will be mailed by individual donors

- Gift Envelopes to be collected by Royal Botanic Gardens Development Branch, by arrangement, from

Name of person

Tel.

- Gift Envelopes to be delivered to Royal Botanic Gardens Development Branch, by arrangement, by

Name of person

Tel.

Office use only: Time and date received

