



## Springfield Park District Donation Request Guidelines

Springfield Park District distributes and tracks all donations for complimentary coupons/passes for Park District facilities and programs. These include donation requests for: golf courses, pools, ice rinks, Henson Robinson Zoo, Thomas Rees Memorial Carillon, Botanical Gardens, and program registrations. Small quantities of coupons/passes may be donated, upon request in exchange for promoting Springfield Park District at your event. Such events may include

- School functions, non-profit events, fundraisers, community functions, etc...

### **The following agencies are eligible to receive donations**

- Community agencies/organizations, neighborhood groups, homeowners Associations, churches, and other non-profit groups located in Sangamon County whose mission ties closely with the Park Districts. For-profit organizations and private individuals are not eligible to receive donations.

### **Donation Request Guidelines**

- For your donation request to be considered, please complete and submit the **Donation Request Form** at least three (3) weeks prior to the event or any set deadline, whichever comes first.
- **Please note:** If you don't receive a donation two weeks prior to your event or your stated deadline, this means we were unable to grant your request.
- The Park District does not provide monetary donations.
- One request per event/program will be considered.
- If you have received a donation from the Park District in the past, please be aware that does not insure you will receive a donation in the future.
- Quantities and coupon/pass types donated vary according to the type and size of the program/event, age range of potential recipients, and the method of distribution/award (such as door prizes, auction items, incentives/rewards, etc.).

### **Recognition/Acknowledgment of the Springfield Park District for the Donation**

- Please provide some type of recognition acknowledgment from your event (a thank-you note, program write-up, poster, etc.) so we can share partnership information with Park District Trustees and staff.
- In exchange for providing your organization with these donations, we require that you include the Springfield Park District logo on the printed materials promoting your event.

### **Granting Authority**

- All donation requests must be approved by the Executive Director or his designee

Thank you, and good luck with your fundraising event!



# Springfield Park District Donation Request Form

**Please closely review the Donation Request Guidelines document first, to see if your request can be considered. Please fill out all areas of the form completely to be considered for a donation.  
Thank you!**

1. Exact name of not-for-profit Organization \_\_\_\_\_

2. Address of organization \_\_\_\_\_  
\_\_\_\_\_

3. Name of Event \_\_\_\_\_

4. Requestor's name \_\_\_\_\_

5. Phone number \_\_\_\_\_

6. Today's date \_\_\_\_\_

7. Event date(s) \_\_\_\_\_

8. Date the donation is needed by \_\_\_\_\_

**(a minimum 3-week notice prior to donation due date is needed for processing)**

9. Location of event \_\_\_\_\_

10. Type and quantity of donation requested (ex: five admission passes to the Zoo, two free round of golf at Lincoln greens, summer camp registration)

\_\_\_\_\_  
\_\_\_\_\_

11. Age group donation is for \_\_\_\_\_

12. Additional information \_\_\_\_\_

13. How donation will be used (examples: auction, raffle, door prizes, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. Donation to be mailed to:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

15. Please **fill out**, email, mail or drop off all donation request forms to the following address:

Springfield Park District  
**Attn:** Donation Requests  
2500 S. Eleventh St.  
Springfield, IL 62703  
**Email:** [sdickerson@springfieldparks.org](mailto:sdickerson@springfieldparks.org)  
Questions? Call  
217-544-1751 ext. 1012

# Common Donation Requests

- Henson Robinson Zoo daily admission
- Henson Robinson Zoo family Membership
- Eisenhower Pool admission
- Round of golf at one of the four Park District Golf Courses
  - 18-hole courses: Bunn, Lincoln Greens
  - 9-hole courses: Bergen, Pasfield
- Veteran's Memorial Pool admission
- Nelson Center Pool admission
- Nelson Center Ice Skating admission
- Carillon Tour
- (1) Free Program Registration – list area of Recreation you are requesting to program to take place. Examples: Zoo, Nelson Center, Funshop, Athletic Programs, Golf?