



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 rounds of golf at Lincoln greens, summer camp registration).

11. Age group donation is for _____
12. Additional information _____
13. Donation to be mailed to: _____
Street Address _____
City _____ State _____ Zip _____

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: recreation@springfieldparks.org
Questions? Call: 217-544-1751 ext. 1002



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?