



## Donation Request

### Who qualifies to request/recieve a donation?

- Non-profit organizations hosting fundraising events within the West Chicago Park District's boundaries.
- Groups or individuals hosting fundraising events within the West Chicago Park District's boundaries.
- Schools within the West Chicago Park District's boundaries: for functions, fundraisers, or incentives.

*Note: Organizations not within the Park District's boundaries will recieve a donation at an adjusted rate.*

***Donation requests not meeting the above criteria will not be considered.***

### Donation Request Guidelines

- For your donation request to be considered, complete and submit the Donation Request at least three (3) weeks prior to the event or any set deadline, whichever comes first.
- You will recieve a decision within two (2) weeks of your request.
- If you have received a donation from the Park District in the past, please be aware donations for the current year may vary from previous year's donation.
- The West Chicago Park District does not provide monetary donations.
- One request per event/program will be considered.

### Donation Package Options—please select ONE:

- Option 1: Five (5) daily passes to Turtle Splash Water Park (\$75 value)

*Adjusted rate for requests outside of Park District boundaries:  
three (3) daily passes (\$45 value).*

- Option 2: ARC Center Package which includes three (3) daily passes to each of the following areas:  
Fitness, TreeTop Escape (\$60 value)

*Adjusted rate for requests outside of Park District boundaries:  
two (2) daily passes to the fitness center and TreeTop Escape (\$40 value).*

*Passes will be mailed or made available for pick-up at the ARC Center, 201 W National Street, West Chicago, IL 60185. Additional passes may be purchased for your event at discounted rates. If paying by cash/credit items will need to be paid for in person at the time of pick-up or prior to being mail. Please see page 2.*

1. Your name \_\_\_\_\_ 2. Today's date \_\_\_\_\_

3. Name of organization/group seeking donation \_\_\_\_\_

4. Phone number \_\_\_\_\_

5. E-mail address \_\_\_\_\_

6. Fundraising event or program name \_\_\_\_\_

7. Event date(s) \_\_\_\_\_ 8. Date the donation is needed by \_\_\_\_\_

*Please Note: a minimum 3 week notice prior to donation due date is needed for processing.*

9. Event Location \_\_\_\_\_

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

11. Donation should be:  made available for pick-up at the ARC Center

mailed to (Organization addresses only – we will not mail donations to personal home addresses)

Name of Organization \_\_\_\_\_

To the Attention of \_\_\_\_\_

Address \_\_\_\_\_

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

\$5 each

#### Additional Passes/Packages

Turtle Splash Daily Passes (limit 5) Qty. \_\_\_\_\_ @ **\$5 each** Total \$ \_\_\_\_\_

TreeTop Escape Daily Pass (Limit 2) Qty. \_\_\_\_\_ @ **\$5 each** Total \$ \_\_\_\_\_

Fitness Daily Pass (Limit 2) Qty. \_\_\_\_\_ @ **\$5 each** Total \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

#### Payment options:

- Cash\*
- Check made payable to the West Chicago Park District (payment must be included with form)
- Visa, Master Card or American Express\*

\* Payment by cash or credit card must take place in person at the time of item(s) pick-up or prior to being mailed.

#### Choose ONE of the THREE ways to submit the completed Donation Request:

1. E-mail (preferred) – Attach your completed form, and e-mail to [dspence@we-goparks.org](mailto:dspence@we-goparks.org) with "Donation Request" in the subject line.
2. Drop-Off: The ARC Center, 201 W. National St, West Chicago, IL 60185
3. Print and mail to: West Chicago Park District, Attn: Danielle Spence, 201 W. National Street, West Chicago, IL 60185