

West Chicago Park District

Donation Request Form



*Closely review the Guidelines document, and donation package options to determine if your request will be considered. All areas of the form must be provided to be considered for a donation. Thank you!*

**Donation Package Options – please select ONE:**

☐ **Option 1: Five (5) daily passes to Turtle Splash Water Park (\$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 the discounted rate of \$5 each (limit 5 additional and if paying by cash/credit items will need to be paid for in person at the time of pick-up)

☐ **Option 2: ARC Center Package which includes two (2) daily passes to each of the following areas: Fitness, Treehouse, Open Gym (\$44 value)**

- Passes will be mailed or made available for pick-up at the ARC Center, 201 W National Street, West Chicago, IL 60185
- Additional packages may be purchased for your event at the discounted rate of \$30 each (limit 2 additional and if paying by cash/credit items will need to be paid for in person at the time of pick-up)

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

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

4. Daytime phone number \_\_\_\_\_ 5. Alternate phone number \_\_\_\_\_

6. E-mail address \_\_\_\_\_

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

8. Event date(s) \_\_\_\_\_ 9. Date the donation is needed by \_\_\_\_\_

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

10. Event Location \_\_\_\_\_

11. Additional information \_\_\_\_\_

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

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

☐ mailed to: Name \_\_\_\_\_

Address \_\_\_\_\_

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

**Additional Passes/Packages (payment must be included with form)**

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

ARC Center Packages (Limit 2) Qty. \_\_\_\_\_ @ \$30 each Total \$ \_\_\_\_\_

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

**Payment options:**

- Cash\*
- Check made payable to the West Chicago Park District
- 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**

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

1. E-mail (preferred) – Attach your completed form, and e-mail to [info@we-goparks.org](mailto:info@we-goparks.org) with “Donation Request” in the subject line.
2. Fax – 630-231-2352 Attn: Donation Requests
3. Print and mail to WCPD: Attn: Donation Requests, 201 W National Street, West Chicago, IL 60185

----- For Park District Office use only -----

☐ Approved

☐ Denied Reason \_\_\_\_\_

Staff initials: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Mailed

☐ Placed for pick-up