



# ROCKFORD PARK DISTRICT DONATION REQUEST FORM

Please closely review the 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. Requestor's name \_\_\_\_\_ 2. Today's date \_\_\_\_\_  
 3. Event date(s) \_\_\_\_\_  
 4. Date the donation is needed by \_\_\_\_\_ (a minimum 3-week notice prior to donation due date is needed for processing)  
 5. Daytime phone number \_\_\_\_\_ 6. Alternate phone number \_\_\_\_\_  
 7. E-mail address \_\_\_\_\_

YES, sign me up for the Park District's e-newsletter that includes Park District promotions, events, registrations, and announcements!

8. Organization/group name seeking donations \_\_\_\_\_  
 9. Fundraising event name \_\_\_\_\_  
 10. Location of event \_\_\_\_\_  
 11. Age group donation is for \_\_\_\_\_ 12. Additional information \_\_\_\_\_  
 13. How donation will be used (examples: auction, raffle, door prizes, etc.) \_\_\_\_\_

hit tab for next line

14. Donation to be mailed to: Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PLEASE CHOOSE ONE OF THREE WAYS TO SUBMIT THE COMPLETED DONATION REQUEST FORM:**

**via E-mail (preferred)** Please type your information into the above form.

[CLICK HERE](#) if you use Microsoft Outlook (or a similar email program). The form will automatically attach itself.

If you do not use Outlook (or similar program) please save this form to your computer, and rename the file with your first and last name (example: Jane\_Smith.pdf). Attach completed form and e-mail to: **donations@rockfordparkdistrict.org**

or FAX 815-969-4088

or PRINT and Mail to RPD: Donation Requests, Attn: Kerry Glavin, 401 S Main St, STE 116 Rockford, IL 61101

QUESTIONS? Contact Kerry at 815-987-8690

**Area below this line is for Park District Marketing office use only**

Qtys/Types/Control Numbers

FCQ/T	MWW
P	G
W/P	FCQ/T
S	
PWORLD	G
2F1MW	GC
	GB

**RPD Sampler Package**

- Card  Mailed/Dlvrd

**RPD Community Package**

- |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| SI | SF | CM | CE | CH | MI | FD |
| VR | TR | PR | CO | SP | DT | OR |