

# Rockford Park District

## Donation Request Guidelines

Rockford Park District's Marketing Department 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, Lockwood Park, Trolley, Forest City Queen, Magic Waters, and our Sapora Playworld indoor playground.

Small quantities of coupons/passes are donated, upon request, to the following types of non-profit organizations and fundraising events (located in Winnebago, Boone, Ogle, or Stephenson counties) in exchange for promoting Rockford Park District at your event:

- School fun fairs, student incentives, school functions, etc.
- Community agencies/organizations, neighborhood group events, churches, and other not-for-profit groups for their fundraising efforts.

### **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 donations for the current year may vary from previous year's donations.
- 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 Rockford Park District for the Donation***

- Please provide some type of recognition acknowledgment from your event (a thank-you note, program, poster, etc.) so we can share partnership information with Park District Commissioners and staff.
- In exchange for providing your organization with these donations, we require that you include the Rockford Park District and Magic Waters logos on the printed materials promoting your event. Our logos are also available to download at [www.rockfordparkdistrict.org/rpdlogos](http://www.rockfordparkdistrict.org/rpdlogos)

Thank you, and good luck with your fundraising event!

