

# Winnetka Park District Gift Certificate Request Form

## WPD Guidelines

Organizations requesting donations for the purpose of fundraising activities must be not-for-profit and be located within or clearly serve those that resident within the Winnetka Park District boundaries. Additionally, organizations that are affiliated with the Winnetka Park District that do not fit into the above category will be considered on a case by case basis and with the approval of the Executive Director (i.e. IAPD, IPRA).

This request form must be completed and submitted for official approval. Only one request per organization will be permitted per calendar year and with a value not to exceed \$250. For further information contact: Lara Kuechel, Executive Assistant, [lkuechel@winpark.org](mailto:lkuechel@winpark.org) or (847) 501-2076.

## General Information *(fill out completely)*

Date: \_\_\_\_\_ Need by: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization official mailing address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Organization/Event website: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

How will the Winnetka Park District be recognized? \_\_\_\_\_

Contact: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Preferred delivery method:  Pick up at the WPD Administrative Office  By mail

## Gift Certificate Request *(please check)*

Foursome of Golf with Two Cars

WGC Foursome of Golf on Par 3

Family Season Beach Pass for Four

WIA 10 Pack Public Skate Admission

1.5 Hour Indoor Tennis Court Rental

Paddle Hut Rental

Other: \_\_\_\_\_

## Office Use Only *(submit to ASM)*

Approved  Not approved/notified by email  Updated in log

Gift Certificate completed and delivered by preferred method Date sent: \_\_\_\_\_

**Submit to: Lara Kuechel, Executive Assistant, [lkuechel@winpark.org](mailto:lkuechel@winpark.org)**

Winnetka Park District | 540 Hibbard Road | Winnetka, IL 60093 | [winpark.org](http://winpark.org) | (847) 501-2076

