



ABOVE AND BEYOND. BY DESIGN.

City of Overland Park Donation Request Form

Thank you for your interest in a donation from the City of Overland Park Recreation Services Department. The department believes that giving back and providing opportunities for local organizations to grow is crucial in the development of those organizations. The department is pleased to support charitable organizations which positively impacts our community through the donation of day passes to our community centers and/or swimming pools. Please complete the following form and return by mail or e-mail at least **2 weeks** prior to the event to the following address or e-mail address: REQUESTS SENT VIA FAX WILL NOT BE ACCEPTED.

**Donation Coordinator, Recreation Services Department, 8101 Marty St., Overland Park, KS 66204
OR
oppr@opkansas.org**

Organization Information

Organization Name: _____
Organization Address, City, State, Zip: _____
Organization Phone Number: _____ Fax: _____
Organization E-mail (required): _____
501(c)(3)# or Tax Exempt Number: _____

Contact Person Information

Contact Name: _____ Title: _____
Contact E-mail (required): _____
Contact Cell Number : _____ Work/Home Number: _____

Event Information

Event Name: _____
Beneficiary: _____
Event Date and Time: _____
Projected Attendance: _____ Cost per Person (if applicable): _____
Item To Be Used For (Door Prize, Silent Auction, Live Auction, Etc.): _____
Would you prefer community center, swimming pool or a mixture of both day passes? _____
Event Description: _____

NOTE: Due to the volume of requests, Recreation Services will limit our donations to non-profit, charitable 501(c)(3) organizations or those events benefiting a charitable 501(c)(3). We cannot give out memberships or gift certificates. Requests must be received two (2) weeks prior to your event. We cannot fill requests without proper advance notification. One donation will be given per calendar year.

A submitted request does not guarantee a donation.

***** FOR OFFICE USE ONLY *****

Received: _____ Status: Accepted _____ Declined: _____ Why? _____
Item Sent To Organization: _____ Date Sent: _____