



DONATION REQUEST FOR FUNDRAISING EVENT

Thank you for thinking of the Washington Park Zoo in planning your fundraising event. Below are the guidelines for requesting a donation from the WPZ. Although we wish we could fulfill all of the requests that we receive each year, we are only able to accommodate a limited number of donations per year because we are a Michigan City tax-funded facility. Please note that all requirements must be met in order to qualify for a donation.

Requirements:

- Your organization must be raising funds for an educational or community support-based program in the City of Michigan City, Indiana.
- Your donation request must be submitted at least one month prior to the date of the fundraising event.
- You must present proof of your organization's non-profit 501(c)(3) tax-exempt status
- If approved only one organization request is permitted every two years due to the limited availability.

Tell Us About Your Event:

Organization's Name: _____

Organization's Mailing Address: _____

Organization's Phone Number: _____

Submitter's Name: _____ Phone Number: _____

What is your role within your organization? _____

Email Address: _____

What is your organization's website? _____

Do you have a 501(c)(3) status? Yes or No * Your id number may be required to complete the donation

Organization Cause: _____

Event Date: _____ Event Location: _____

Tell us about the event type, guests, and fundraising cause for the event: _____

About how many people will be attending your event? _____

***Please return this form to the Zoo Director by fax or mail:
Washington Park Zoo, 115 Lakeshore Drive, Michigan City, Indiana 46360 Fax: 219 873-1539***