

**Donation Request Form** (Please Print Clearly)



Today's date: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Event Description (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items requested for:  
(silent auction, raffle prizes, etc.): \_\_\_\_\_

Please return the completed form to:

**By Mail:**  
Gardner Parks and Recreation  
Attn: Adraina Holopirek  
120 E Main St  
Gardner, KS 66030

**Email Requests:** [aholopirek@gardnerkansas.gov](mailto:aholopirek@gardnerkansas.gov)

*Due to the number of donation requests received, a submitted form does not guarantee a donation. We will contact you if we are able to fill your donation request.*

Office use only:
Date Received: _____
Donation Request Filled: Yes / No
Donated Item(s): _____
Value: _____