



CHARITABLE DONATION REQUEST FORM

Mesker Park Zoo & Botanic Garden is pleased to consider your request for a donation for your upcoming event. To be eligible for consideration, you must be a qualified 501(c)(3) nonprofit organization located in the Evansville area. Due to the large number of requests received, please allow at least 45 days to process all requests. All requests must be made in writing and include this completed form. If your request is approved, the donation will be sent via U.S. mail.

(PLEASE PRINT)

Organization Name: _____

Organization Address: _____

City _____ ST _____ ZIP _____

Organization Website: _____ Tax ID #: _____

Name of Event: _____ Event Date: _____

Contact Person: _____ Title/Position: _____

Telephone #: _____ Email: _____

Address to send donation (if different from organization's address):

Has any part of your organization received a donation from Mesker Park Zoo in the past 12 months?

___ Yes ___ No

How will our donation be used? _____

Send the completed form one of the following ways:

(Include the organization's formal letter of request on the organization's official letterhead and the Tax ID number or the IRS determination letter)

Mail: Mesker Park Zoo & Botanic Garden
ATTN: Donation Request
1545 Mesker Park Drive
Evansville, IN 47720

Fax: 812-435-6140

Email: marketing@meskerparkzoo.com

INTERNAL USE ONLY:

Date Reviewed: _____

___ Approved ___ Declined

_____ Donation Mailed

Tickets Issued: _____