



## Chicago Women's Park and Gardens / Park 550 Advisory Council

1801 S. Indiana Avenue • Chicago, IL 60616

Website: [www.park550advisorycouncil.com](http://www.park550advisorycouncil.com) Email: [park550advisorycouncil@gmail.com](mailto:park550advisorycouncil@gmail.com)

# Advisory Council Monetary and In-Kind Donations Guidelines and Forms

## I. General Guideline and Requirements for In-Kind or Monetary Donations

Pursuant to Chicago Park District (CPD) Advisory Council Guidelines, **The Chicago Women's Park and Gardens / Park 550 Advisory Council** may work together with the Chicago Park District Staff, residents, community organizations, and businesses to seek monetary and in-kind donations to improve park facilities, capital assets, and programming. As funds or equipment obtained by the Advisory Council will ultimately be used for public purpose, there are certain guidelines for ***In-kind*** and ***Monetary donations for donors to utilize:***

1. **Reporting** - Advisory council must report monetary or in-kind donations (such as temporary equipment, refrigerators, computers or other similar assets) to the CPD.
2. ***In-kind Donations***- The respective Park Supervisor or Staff will complete a Donation Acceptance Form (Use attached ***ADVISORY COUNCIL IN-KIND DONATION ACCEPTANCE FORM***) to ensure donations are tracked or approved.

Please remember that any equipment or in-kind donation becomes the property of the CPD, and as such, the CPD has the right to use them as it deems safe and necessary.

3. ***Monetary Donation*** - Monetary donations ***The Chicago Women's Park and Gardens / Park 550 Advisory Council*** should include a letter identifying the donation amount, purpose of the donation and a copy of the payment. (Use attached ***MONITARY DONATION FORM - Chicago Women's Park and Gardens / Park 550 Advisory Council***)

Donors will also be able to donate on-line via the Advisory Council Website using **PayPal** or equivalent tool)

4. ***Acceptance*** - The CPD also has the right to refuse to accept any in-kind donation or capital improvement project at its sole discretion.

## II. In-Kinds Donation Needs:

- Gently Used or New Books for Toddler and Preschool Age Children
- Gently Used or New Toys that Promote Group Play for Toddler and Preschool Age Children. Examples: Large Legos, Building Blocks, Large Car Toys, Train Sets, Pretend & Play Sets,
- Gently Used or New Toys that Promote Learning for Toddler and Preschool Age Children. Example: Wooden Puzzles, Puppets, Counting Toys, Lacing Boards/Beads
- Arts and Crafts Supplies. Examples: Yarn, Construction Paper, Stickers, Googly Eyes
- Holiday Decorations



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### III. Donation Tax Deducibility

Your donation to **Chicago Women's Park and Gardens / Park 550 Advisory Council** is

fully deductible as a charitable donation to **Friends of the Parks**, to the extent allowed by law. This assumes the Advisory Council did not provide goods or services to you the donor, in conjunction with your donation. Please consult your tax advisor.

The **Chicago Women's Park and Gardens / Park 550 Advisory** has a fiscal sponsorship arrangement with **Friends of The Park** (<http://fotp.org/programs/neighborhood-parks/park-advisory-councils/fiscal-agency>) which allows us to use their status as a 501(c)(3) charitable organization. "**Friends of the Parks**" (FOTP – [www.fotp.org](http://www.fotp.org)), a 501(c)(3) federally registered tax-exempt non-profit organization.



For more information or donation inquiries, contact the **Chicago Women's Park and Gardens / Park 550 Advisory Council** at [www.park550advisorycouncil.com](http://www.park550advisorycouncil.com) or [park550advisorycouncil@gmail.com](mailto:park550advisorycouncil@gmail.com)

#### ATTACHMENTS:

- I. MONETARY DONATION FORM
- II. IN-KIND DONATION ACCEPTANCE FORM



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**I. MONETARY DONATION FORM**

*Thank you for your generous contribution to support Chicago Women’s Park and Gardens / Park 550 Advisory Council.*

Donation amount \$ \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (home) \_\_\_\_\_ (office) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**SPECIFIC Use or Designation of Gift** (if applicable) \_\_\_\_\_

\_\_\_\_\_

Enclosed is a check or charge my credit card:

- Visa     MC     AmEx

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Please include the 4-digit security code on front if using AmEx \_\_\_\_\_

Please make your check payable to **Chicago Women’s Park and Gardens / Park 550 Advisory Council** and send with this form.

Your full donation to **Chicago Women’s Park and Gardens / Park 550 Advisory Council** is deductible as a charitable donation to **Friends of the Parks**, to the extent allowed by law. No goods or services were provided. Please consult your tax advisor. “**Friends of the Parks**” (**FOTP** – [www.fotp.org](http://www.fotp.org)), a 501(c)(3) federally registered tax-exempt non-profit organization, is the fiscal agent for **Chicago Women’s Park and Gardens / Park 550 Advisory** which allows us to use their status as a 501(c)(3) charitable organization. In short, this means that all donations are tax-deductible!

Please mail your check and this form to:

**Chicago Women’s Park and Gardens / Park 550 Advisory Council**  
1801 S. Indiana Avenue  
Chicago, IL 60616



For more information or donation inquiries, contact us the **Chicago Women’s Park and Gardens / Park 550 Advisory Council** at [www.park550advisorycouncil.com](http://www.park550advisorycouncil.com) or [park550advisorycouncil@gmail.com](mailto:park550advisorycouncil@gmail.com)



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**II. IN-KIND DONATION ACCEPTANCE FORM**

Thank you for your in-kind donation to the Chicago Women's Park and Gardens / Park 550 Facility. By completing this form, you will help us acknowledge your generosity. **Donors, please return this form to the Center Director, Park Supervisor, or Staff person who accepted your gift.**

**1. Donor Information (to be completed by donor; please print)**

I/We wish to donate the following item(s) to Park 550 Facility to be used for educational, art, or community purposes Please describe the donated item(s) below:

Donor Name: \_\_\_\_\_ Date of Donation: \_\_\_\_\_

Company or Group Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

**Contact Numbers:**

Home: (\_\_\_\_) \_\_\_\_\_ Business: (\_\_\_\_) \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Please check box if donor does not wish to be publicly recognized.

**2. GIFT INFORMATION**

- Books Donation \$ \_\_\_\_\_ Estimated Value
- Gently Used or New Toys \$ \_\_\_\_\_ Estimated Value
- Arts and Crafts Supplies \$ \_\_\_\_\_ Estimated Value
- Holiday Decorations \$ \_\_\_\_\_ Estimated Value
- Other – please note \$ \_\_\_\_\_ Estimated Value

<p><b>Total Value:</b></p> <p>\$ _____</p>
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**Gift Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(Chicago Park District Representative confirming receipt of donation)

**Confirmed by:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
(Advisory Council Representative confirming notification by Area Manager, Site Manager, Park Supervisor)

**Thank you for your donation! We will mail you an acknowledgement letter for your records.**

Refer to IRS Publication 561 *Determining the Value of Donated Property* is helpful for individuals, partnerships, and corporations who donate non-cash contributions.