



Donation Request Form (Please Print Clearly)

Today's date: _____

Hosting organization: _____

Contact person: _____

Phone: _____ Fax: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Date: _____ Event Name: _____

Event Location: _____

Event Description (please be specific):

Items to be used for: (silent auction, raffle prizes, etc.): _____

Please return the completed form with your written request on your organization's letterhead to:

By Mail:
Columbia Parks and Recreation
Attn: Janel Twehous
PO Box 6015
Columbia, MO 65025

Email Requests: Janel.Twehous@como.gov

Drop off at the Activity & Recreation Center (ARC): 1701 W. Ash St.

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): _____	
Donated Value: _____	Initials: _____