



ASPEN PARKS & RECREATION  
**DONATION REQUEST FORM**

*Aspen Parks & Recreation takes pride in supporting a number of charitable organizations in our local community. We focus our giving on the causes that support local youth. We need to have an email request for any donations or fundraisers - Non profit requests will have first priority.*

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Name of the event: \_\_\_\_\_

Name of the group organizing the event: \_\_\_\_\_

Are you a non-profit? Yes or No What is your 401C3 number? \_\_\_\_\_

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

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact mailing address: \_\_\_\_\_

\_\_\_\_\_

Date of the event: \_\_\_\_\_

Where will the event be held? \_\_\_\_\_

Purpose of the event? \_\_\_\_\_

Who will benefit (list all): \_\_\_\_\_

How will this donation mutually benefit Aspen Parks & Recreation and the non-profit? Will we be recognized?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send donation requests to: City of Aspen      Attn: Joasia Smith  
130 S. Galena Street  
Aspen, CO 81611  
970-429-2086  
JoJo.Smith@cityofaspen.com