



PARKS AND RECREATION DEPARTMENT

## **New Braunfels Parks and Recreation Department Request for Donation Guidelines**

Thank you for your interest in a donation from the City of New Braunfels Parks and Recreation Department. Please carefully review the following guidelines to determine if your request can be considered.

To qualify for a donation you must meet the criteria listed below:

- Not-for-profit, tax exempt organizations under section 501(c) 3 of the U.S. Internal Revenue code, including educational institutions and government agencies.
- The organization must be based in and benefit New Braunfels, Comal or Guadalupe County.

Donation Request Guidelines:

- Complete and submit the **Donation Request Form** at least 7 business days prior to the event or set deadline, whichever comes first.
- **Please note:** if the department is unable to grant your request we will notify you one (1) week before your event.
- The New Braunfels Parks and Recreation Department does not provide monetary donations.
- One request per event/program will be considered.
- All donations are offered on a once-per-year basis.
- All donation requests are approved at the discretion of the department.
- In exchange for providing your organization with these donations, we ask that you include our "Fun Things in Life" program guide on display at your event.

**Request for Donation Application** - completion of this form does not guarantee your request will be approved. Once completed, you can return the form in person to the Parks and Recreation Administrative Office, 110 Golf Course Road or by email [mfoster@nbtexas.org](mailto:mfoster@nbtexas.org). The application will be reviewed and a staff representative will contact you. If you have any questions regarding our application or the process, please contact Megan Foster at 830-221-4350.

## New Braunfels Parks and Recreation Department Request for Donation Application

### Organization Information

Organization Name:
Brief description of organization:
Name of individual making request:
Telephone number:
Mailing Address:
City, State, Zip:
Email Address:
<input type="checkbox"/> YES! Sign me up for the Parks e-newsletter that includes promotions and announcements!

### Event Information

Event Date(s):
Deadline for Donation:
Event Name:

### Donation Information

Please specify below what you would like included in your donation. Up to a \$60 value for individual admission tickets OR a \$30 value for season passes.

Item	Value	Number Requested	Total Value
Pool Admission - Child (3-12)	\$7.00		\$
Pool Admission - Adult (13-59)	\$8.00		\$
Pool Admission - Senior (60+)	\$7.00		\$
Mini Golf Admission	\$3.00		\$
Paddleboat Admission	\$3.00		\$
Mini Golf Season Pass	\$30.00		\$
Landa Park Family Fun Pack (4 Paddleboat, 4 Mini Golf, & 4 Pool Admissions)	\$56.00		\$
Total Donation Request			\$

Items to be used for *(door prize, silent auction, live auction, etc.)*:

### Donation to be Mailed to:

Name:		
Street Address:		
City:	State:	Zip:

Do not mail. Please notify me and I will pick up the donation.

Circle the number of program guides you will need for distribution at your event: 25      50      75      100      200
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### For Department Use Only:

Date Received in PARD Office:	Approval Signature:
Date Donation Mailed/or Representative was notified:	