



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macaquatic.com

DONATION REQUESTS

Section 1. Purpose

The purpose of this policy is to establish the Madras Aquatic Center donation request from civic groups and the general public.

Section 2. Definition

The MAC will establish a donation request application and two deadlines will be established for six month periods with a \$1,500 in-kind district limit per period.

Section 3. Procedures

3.1 Donation request deadlines will be:

June 15 for July 1-Dec. 31

Dec. 15 for January 1-June 30

3.2 A committee of three MAC employees, one being the MAC Executive Director, will be formed to decide donation rewards to public requests.



Madras Aquatic Center & Recreation District

IN-KIND DONATION REQUEST

Each year, the Madras Aquatic Center Recreation District will accept donation requests for the time period July 1 - December 31 by 5 p.m. June 15, and for the time period of January 1 - June 30 by 5 p.m. December 15. All donation requests will be announced no later than the start date of each time period.

The MACRD Board of Directors has allocated \$1,500 per six months for in-kind donations. Donation requests will be selected by a MACRD committee.

CONTACT INFORMATION

Organization: _____
Address: _____
Phone: _____
Email: _____
Main Contact: _____
Organization _____
Tax ID# _____

REQUEST DETAILS

Request: _____

Date submitted: _____

Has the MACRD donated to this group before? When? _____

Date of event: _____

Briefly describe event/cause:

How many individuals do you anticipate will be impacted by a MACRD donation: _____

Briefly describe group/organization:

Office Use Only	Date Received _____	Approved By _____
	Donation Given _____	