



Adopt-A-Median Program Contribution Form

How do you make a financial contribution to Adopt-A-Median?

1. The Adopting organization or individual can contribute with check, cash or credit card (MasterCard, Visa or Discover). It is preferred that a donation be **\$25.00 or greater**.
2. A check should be made payable to the City of Fort Collins Parks Department. The check can be delivered or mailed to: 413 South Bryan Avenue, Fort Collins, Colorado 80521.
3. A cash transaction must be done at the Park Shop, 413 South Bryan Avenue.
4. A credit card transaction can be done at the Park Shop or by phone.
5. The donor portion of the Adopt-a-Median Contribution Form must be completed and presented with the donation. The Receipt will be completed by the Parks Department and given to the donor for their records.
6. The Contribution Form will also provide data and permission for the Parks Department to post the name of the organization or individual on the Parks Adopt-a-Median web page for one-year from the date of the contribution.

To be completed by donor

Yes, I would like to make a financial contribution to the Adopt-a-Median Program.

I will be paying by: Check # _____, Cash, Credit – in the amount of \$ _____

I would like to have my name and/or company name added to the on-line contributors list. Yes No

To be completed by Parks Department

RECEIPT FOR CASH DONATION City of Fort Collins Tax ID #98-04502

Donor: _____ City, State, Zip _____

Address: _____ Phone: _____ () _____

Thank you for your cash contribution of \$ _____. Pursuant to Administrative Policy 4.8, the City hereby gratefully accepts the generous contribution as a donation to be used in furtherance of the City's public purpose in providing services to the citizens of Fort Collins. No goods or services were provided by the City in exchange for your donation.

Accepted/Received by: _____ Date: _____
(Signature, Title & Department)

***NOTE: This acceptance is not an assessment of the donation's deductibility under federal or state tax laws. Donor should consult with his/her own tax advisor regarding IRS requirements and how this donation may affect, or be affected by, his/her particular tax situation.