



## Donation Policy

Westfield Old Orchard receives thousands of requests each year from worthy organizations throughout the area. Due to the volume of requests, we are unable to grant them all. Charitable donation consideration is given to non-profit organizations within Old Orchard's trade area only. To request a donation, silent auction item, raffle item or gift cards, please follow these guidelines (no phone, fax or email requests please):

All requests must be typed on your organization's official letterhead and must include the following information:

- Organization name, 501(c)(3) tax exempt number
- Copy of IRS Letter of Determination verifying the organization's tax exempt status
- Contact name, mailing address and phone number
- Brief statement of the organization's mission, goals, accomplishments, governance and geographical area served
- Amount of the request and how the grand funds will be used
- The purpose of the event, a time frame for the activities and a description of who will benefit from the donation

Please mail requests to:

Westfield Old Orchard  
ATTN: Annie Opaltchenski  
66 Old Orchard Center, Suite 066  
Skokie, IL 60077

Should we choose to grant your donation request, we will contact you. Please allow 30 business days to process.

Occasionally, Old Orchard will have opportunities for non-profits to raise funds at the center via special promotions and events. We will keep your organization's name on file in the event an opportunity should arise that you can participate in.

Thank you for choosing Old Orchard. We wish you the best success in your fundraising endeavors