



Donation Request Form

The Air Zoo is committed to supporting the community each year with a budgeted number of donations allocated for not-for-profit organizations in support of their fundraising efforts. Requests are reviewed once per month by committee. Please submit requests at least 30 days before the donation is needed. To be considered for a ticket donation, organizations must complete the following form and:

- Be a registered 501(c)3 public charity that **supports and provides youth education and development** (those serving low-income, at-risk youth will receive special consideration);
- Be located within the counties of: Allegan, Barry, Berrien, Branch, Calhoun, Cass, Eaton, Jackson, Kalamazoo, Kent, Ottawa, St. Joseph or Van Buren. **Note: Passes are not mailed and must be picked up within 30 days.**
- Be an Equal Opportunity Employer free of discriminatory practices based on race, color, religion, national origin, age, (dis)ability, sexual orientation, gender, and gender identity.

BEFORE COMPLETING THIS FORM, SAVE IT TO YOUR COMPUTER AND THEN REOPEN IT. SUBMISSIONS THAT ARE TYPED AND EMAILED ARE PREFERRED. ADDITIONAL DOCUMENTATION IS REQUIRED AND SHOULD BE SUBMITTED AS SEPARATE ATTACHMENTS.

Organization Information

Organization Name: _____ Date of Request: _____
 Address: _____
Street City State Zip

The Air Zoo's giving guidelines require that all the following are true for the committee to approve a request:

Is your organization a registered 501(c)3 organization? Yes No
 Does your organization provide youth education? Yes No
 Is your organization located in one of the counties listed above? Yes No Which county: _____

Primary Contact Person

Name: _____ Position: _____
 Phone: _____ Email (required): _____
 Address (if different): _____
Street City State Zip

Event Information

Event Title: _____ Date of Event: _____
 Please describe how this event supports youth education and development in your county (required):

Note: Please see the reverse for a complete list of organizations types and funding purposes that the Air Zoo is unable to support.

Submission Information

Submit this completed form, along with the following documents, for a total of three documents:

- A letter on your organization's letterhead that details how the donated item will be utilized and how the Air Zoo will be recognized
- Proof of your organization's 501(c)3 status

Completed submissions can be emailed to donationrequests@airzoo.org or submitted via mail to:

Air Zoo Donation Requests
6151 Portage Rd.
Portage, MI 49002

Additional Guidelines

The Air Zoo does not provide donations to the following:

- Individuals or families
- For-profit companies
- Political parties or organizations that officially endorse one political party over any other
- Religious groups or schools that require religious affiliation or membership to receive services
 - If you are submitting on behalf of a religious school or organization, please indicate whether affiliation with your religion is required to receive services and, when available, provide information about how many of your service recipients belong to other faiths
- Colleges, Communities Colleges, or Universities
- Organizations that do not serve youth or provide youth development and educational services

Funds raised from Air Zoo donations may not be used for the following purposes:

- Equipment or field trips that are not directly tied to education (sports equipment, transportation, trips to amusement parks, etc.)
- Lobbying
- Financial contributions to political candidates or parties
- Scholarships for non-educational programs (sports camps, social clubs, conferences, etc.)