



## 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. Please submit requests at least 30 days before the donation is needed. In order 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 Kalamazoo, Calhoun or Van Buren County;
- 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.

**FORM MUST BE SAVED TO YOUR COMPUTER AND OPENED FROM YOUR DESKTOP PRIOR TO FILLING OUT**

### Organization Information

Organization Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip

Is your organization a registered 501(c)3 organization? Yes No  
Does your organization provide youth education? Yes No  
Is your organization located in Kalamazoo, Calhoun or Van Buren County? Yes No

### Primary Contact Person

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

### Event Information

Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Event funds will be used to support: \_\_\_\_\_

*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:

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

#### Submission Instructions:

Save filled-out form to your computer under the name "(insert your organization name here) Air Zoo Donation Request". Email completed form to [donationrequests@airzoo.org](mailto:donationrequests@airzoo.org) by clicking [HERE](#).

Donation requests can be mailed to: Donation Requests  
Air Zoo  
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;
- Colleges, Community 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.);