

DONATION REQUEST FORM



DATE: _____ ORGANIZATION: _____

ORGANIZATION TYPE: CHARITABLE EDUCATIONAL INSTITUTIONAL

AGE GROUP BENEFITED: K - 8 HIGH SCHOOL ADULT

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

PERSON SUBMITTING REQUEST: _____

EMAIL: _____

501(C)3 #: _____

IS THE DONATION ASSOCIATED WITH A PARTICULAR EVENT: _____

EVENT DATE: _____ EXPECTED ATTENDANCE: _____

DONATION REQUESTED: _____

DATE DONATION NEEDED: _____

USE OF DONATION: _____

HOW WILL ISV DONATION BE ACNOWLEDGED: _____

HOW DID YOU HEAR ABOUT OUR DONATION PROGRAM: _____

To assist us in our decision we require a copy of your organization's 501(c)3 non-profit designation letter and request any information about your organization and event that will further complete your application.

ICE STATION DONATION POLICY GUIDELINES

Ice Station is committed to positively influencing the community beyond being a first-class sports facility. However, due to numerous requests for various in-kind donations, the following guidelines must be followed to ensure fairness and maximize the benefits that we can give to the community.

- ❑ All requests must be submitted online, by mail, or dropped off to our front desk. Phone call or fax requests will not be considered under any circumstances. As a committee approves our requests there is not any one person that can approve requests therefore, please do not request to speak with any one individual, as we cannot guarantee any verbal approval that has not gone through our application process.
- ❑ Requests must be made a minimum of 4 weeks prior to desired donation date. Due to our application process and the volume of donations we are unable to consider donations made after this 4-week deadline.
- ❑ Ice Station considers requests on a first come first serve basis; once our allotment for the month is filled we close off requests for events falling that month. Submitting your request as early as possible could increase your chances of being selected.
- ❑ You will be emailed or mailed a letter with our decision within 30 days of the receipt of your request. Please do not call to check on the status of your application as it may result in your request being denied. All decisions are final.
- ❑ Submitting a request and applying the various guidelines does not guarantee your request will be approved. Due to the high volume of donation requests Ice Station receives we have a limited amount of passes and items that we allot for donations.
- ❑ Requests for specific donations do not guarantee the quantity or items Ice Station will allot for your donation. While we attempt to honor each approved request, due to availability Ice Station will choose a donation item and quantity to best meet your needs.
- ❑ We highly recommend including as much information regarding your organization and event as possible as it helps us get a complete sense of your application. In addition we recommend including any suggestions for marketing opportunities that Ice Station may have in correlation with your organization or event.
- ❑ We do not donate to political organizations, organizations that discriminate, or individuals.
- ❑ Ice Station reserves the right to refuse any donation request.

I have read and understand Ice Station's Donation Guidelines. I understand that submissions or actions in conflict with Ice Station's Guidelines will result in my request being automatically denied.

ORGANIZATION REPRESENTATIVE

DATE SUBMITTED

Please submit this application online, bring into Ice Station's Front Desk, or mail to:

Ice Station Valencia; Attn: Donations; 27745 N. Smyth Drive; Valencia, CA 91355.