



IN-KIND DONATION REQUEST POLICY (2013-2014)

The Butterfly Pavilion receives an extremely high volume of donation requests throughout the year and we strive to accommodate as many as possible; however, a limited number of donations are available annually. The following guidelines must be adhered to in order to receive a donation.

What we donate:

Our customary donation is a 4-pack of one-day admission passes to the Pavilion. We do not provide monetary donations, gift bags, memberships or items from our gift shop. Passes expire one year from your event date and cannot be extended.

Applying for an in-kind donation:

All requests must be submitted on your organization's letterhead or event flyer 4 weeks prior to your event.

This document should contain the following:

- ✓ Description/mission of organization
- ✓ The organization's 501(c)3 tax-exempt id number*
- ✓ Date, time and location of event
- ✓ Event purpose/beneficiary
- ✓ How the item will be used (silent auction, raffle, door prize, live auction, etc.)
- ✓ The name, address, phone & email of the contact person for the organization
- ✓ The specific address you wish the donation to be mailed to

Items that must accompany your letterhead or event flyer:

1. *If your letterhead or flyer doesn't contain the 501(c)3 tax-exempt id, then please provide a copy of your organization's IRS letter or tax exempt certificate (either state or federal is acceptable).
2. A check for \$4 written out to "Butterfly Pavilion" or \$4 in cash will be accepted.
[We are a proud member of SCFD.org. We ask for \$1 per ticket for a maximum of 4 tickets, (\$4 total), in order to be able to include the count of thousands of gifted admissions in our annual SCFD grant writing process. This small fee also covers our administrative efforts in processing your request (postage, paper, etc).]

General Guidelines/Information:

- Butterfly Pavilion can **only** grant in-kind donations to fellow orgs that are classified by the IRS as a 501(c)3 tax-exempt.
- Requests must be received at least 4 weeks prior to the event date to allow for processing and mailing.
- We honor one request per organization, per year. 4 tickets only. Multiple requests will not be processed.
- Please no in-person requests. You are welcome to drop off a request, but it will not be fulfilled on demand.
- Donations cannot be given for reward or incentive programs.

Failure to provide the above outlined information may result in denial.

Written requests following the above guidelines and the \$4 check (or cash) can be sent to:

Butterfly Pavilion
Attn: Donation Requests
6252 W. 104th Avenue
Westminster, CO 80020

Questions may be directed to: Donations@Butterflies.org and your message will be answered promptly.