



Dutchess County Fairgrounds Rhinebeck, NY

## REQUESTS FOR DONATIONS 2019

The Dutchess County Fairgrounds is proud to support the efforts of organizations and is pleased to consider a donation request from eligible organizations. Please note the following information on our donation program:

- Requests will be accepted beginning January 1<sup>st</sup> of each fiscal year and must be received at least four weeks prior to the event date.
- Our customary donation is 4 daily admission tickets to the DUTCHESS COUNTY FAIR. These tickets are valid for weekday only admission and are not redeemable on weekends.
- The Fairgrounds only makes donations to organizations that are certified as non-profit under section 501(c)(3) of the Federal Internal Revenue Code. The Fairgrounds requires the IRS's determination letter as proof of 501(c)(3) status.
- One request per organization will be accepted within a calendar year.
- Requests are filled on a first come, first serve basis. Since the Dutchess County Fairgrounds has a limited allocation of admission tickets for donations, and due to the large volume of requests that are received, it may not be possible to support all requests.
- Donations must be picked up at the Dutchess County Fairgrounds Administration Building, unless other arrangements are made.
- Donations will only be released to an employee of the requesting organization; when picking up tickets bring a copy of the donation confirmation email sent from the Dutchess County Fair.
- Tickets for grandstand concerts or other special events are not available for donation. The Dutchess County Fairgrounds does not make monetary donations.

We offer an [online request form](#) to download to assist your organization in submitting a donation request. This form will help provide a more timely response to requests through electronic communications.

Prior to beginning the application process, we recommend that you have on hand the information listed below.

- Your organization's legal name. This could be the name of a DBA, or a chapter that operates under the national organization's Federal EIN number and 501(c)(3) status
- Your 501(c)(3) non-profit U.S. Tax ID number (EIN), or for schools, your NCES ID. If you do not know your organization's U.S. Tax ID number (EIN), you can contact the IRS toll free at: 1.877.829.5500. If you do not know your NCES ID you can visit the NCES website.
- The name of your organization's Executive Director, CEO, Principal or other lead executive
- Your organization's current address, primary telephone and email information
- Name and description of the event you are requesting support for and event date.
- IRS Determination letter.

If you have additional questions or need more information about our donation program, please contact the Dutchess County Fairgrounds via email [info@dutchessfair.com](mailto:info@dutchessfair.com) or 845.876-4000.

**To be considered for a donation, you must:**

- Print this form
- Complete items 1-10
- Fax it to 845.876.4003

**To those requesting a donation from the Dutchess County Fairgrounds:**

The Dutchess County Fairgrounds has a limited allocation of donation admission tickets. Requests are filled on a first come, first serve basis. Unfortunately, due to the large volume of requests that we receive, it is not possible to approve all requests.

Please consider the policies and procedures below when making your request.

- The Fairgrounds only makes donations to organizations that are certified as non-profit under section 501(c)(3) of the Federal Internal Revenue Code. The Fairgrounds requires the IRS's determination letter as proof of 501(c)(3) status.
- Donated tickets will be good for weekday only admission to the Fair and will not be redeemable on the weekend. The **2019 Dutchess County Fair** will run from **August 20 through August 25.**
- One request per organization will be accepted within a calendar year.
- Tickets will only be released to the requesting organization. Your organization will be responsible for delivering donated admission tickets to individuals.
- Donations must be picked up at the Dutchess County Fairgrounds Administration Building, unless other arrangements are made.
- Donations will only be released to an employee of the requesting organization; when picking up tickets bring a copy of the donation confirmation email sent from the Dutchess County Fair.
- Tickets for grandstand concerts or other special events are not available for donation. The Dutchess County Fairgrounds does not make monetary donations.
- All requests will be filled at the discretion of the Dutchess County Fairgrounds. Submitting a request does not guarantee a donation.

PLEASE PROVIDE ALL INFORMATION BELOW AND FAX COMPLETED FORM TO 845.876-4003.

**Attn: Donations Request Office**

1. Organization Name: \_\_\_\_\_
2. Agency Tax ID: \_\_\_\_\_
3. First/Last Name: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. City, State, Zip: \_\_\_\_\_
6. Primary Phone: \_\_\_\_\_
7. Email **(REQUIRED)**: \_\_\_\_\_
8. Date of Event: \_\_\_\_\_
9. Briefly Describe Your Event/Cause: \_\_\_\_\_
10. Copy of IRS Determination letter

<b>OFFICE USE ONLY</b>
Approved _____
Date _____
Tic. #'s _____ - _____
Declined _____

**NOTICE:** Your organization will be contacted via email when the tickets are available and arrangements can be made to release the tickets to you. When picking up the tickets a designee from your organization must bring a copy of this donation confirmation email with them and will be required to sign for and take possession of the tickets, attesting that they will be used for the purpose intended. **A self-addressed, postage paid envelope may also be used to claim your tickets if request is granted.**

**If you are willing to comply with these policies and procedures, the Dutchess County Fairgrounds is delighted to consider your request for a donation.**