



REQUEST FOR DONATIONS

The Dutchess County Fairgrounds is pleased to consider a donation request from eligible organizations.

Please note the following guidelines on our donation program:

- 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.
- Our customary donation is 2 single day admission tickets.
- Requests must be received **at least four weeks prior to the event date.**
- One request per organization will be accepted within a calendar year.
- Requests are filled out on a first come, first served basis. 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 timelier 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 vimperati@dutchessfair.com or 845-876-4000.

To be considered for a donation, you must:

- Submit completed form and email to vimperati@dutchessfair.com or fax to 845.876.4003
- Complete items 1-10

To those requesting a donation from the Dutchess County Fairgrounds:

The Dutchess County Fairgrounds has a limited allocation of admission tickets for donations. Requests are filled on a first come, first served 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 one day admission to the Fair. The 2024 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 THE INFORMATION BELOW. EMAIL TO VIMPERATI@DUTCHESSFAIR.COM OR FAX TO 845.876.4003

Attn: Donations Request

OFFICE USE ONLY

Approved

Date

Tic. #'s _____ - _____

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

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 representative 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.

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