

## **Donation Request Policy**

Thank you for your interest in receiving a donation from Stein Eriksen Lodge Deer Valley.

Under the direction of our Board of Trustees Stein Eriksen Lodge is currently in a 5-year partnership with the Huntsman Cancer Institute. During this time the majority of our donation budget and fundraising will be allocated to this organization.

In-kind donation requests must be received at least 6 weeks in advance of event date. Please anticipate a reply within 2 weeks from the date of your request. Unfortunately we are unable to honor all requests or in some cases we are not be able to issue the exact donation requested.

Please fill our In-Kind Donation Request form and send to Jenna Dustman by email at <a href="mailto:jdustman@steinlodge.com">jdustman@steinlodge.com</a> or mail at Stein Eriksen Lodge Deer Valley, P.O. Box 3177, Park City, UT 84060.

Donations will be given in the form of a Paper Certificate of the in-kind donation given. Certificates are non-transferable and are not to be resold. Only one donation will be granted per organization per calendar year.

The contact listed below will be contacted by email, regardless of whether or not the request is approved.

## **Donation Criteria**

- Organizations must be classified as a 501 (c) (3) non-profit organization and not be affiliated with a religious or political cause.
- Organizations located in the Park City area or Wasatch Front will be given first priority.
- Organization should improve quality of life for residents of the intermountain area.
- All fields of the donation form must be completed to be considered.



## **Donation Request Form**

Organization's name:	
Describe the cause the organization supports:	
Has the organization received a previous donation from Stein Eriksen Lodge? If yes, what was the donation and when was it received?	
Requested donation Item (for example: brunch or one-night stay)	
Date of Event	
Intended use of donation item. We prefer in-kind services be used for live or silent auctions as opposed to door prizes and raffle prizes.	
Verify IRS 501 (c) (3) tax exempt status.	
Organization's website:	
Contact Information	
Name	
E-Mail	
Telephone	
Mail Certificate To:	
Name	
Organization	
Billing address	
City	
State	
ZIP Code	