LOVELAND LIVING PLANET AQUARIUM™

CHARITABLE REQUEST CRITERIA

Loveland Living Planet Aquarium is happy to consider donated tickets to other non-profit organizations for fundraising purposes.

- Your organization must be a nonprofit and must use the Aquarium tickets as fundraising items. *PLEASE NOTE: Because raffles are not legal in the state of Utah, any donation requests for raffle items will not be considered.*

- Only one request from an organization or school can be submitted each calendar year. *PLEASE NOTE: if there is more than one department, club or division within an organization or school, we can only accept one request per year, per organization.*

- We do not provide monetary donations.

- We do not donate to individuals or for-profit organizations.

- Donation requests **must include** the following:
    1) a completed donation request form
    2) 501c3 IRS determination letter
    3) event details on organization letterhead.

- Your request and all required documents must be received at least one month prior to the event in order to be considered.

If your organization meets the above criteria, please complete the attached donation request form and email to **donations@thelivingplanet.com** or by mail to the address below.

Loveland Living Planet Aquarium
ATTN: Charitable Requests
12033 S. Lone Peak Parkway
Draper, UT 84020

**LOVELAND LIVING PLANET
AQUARIUM**™

CHARITABLE REQUEST FORM

Thank you for your charitable donation request. For request consideration, the following items **must be** attached and submitted to **donations@thelivingplanet.com**.

☐ Charitable Request form (complete information below)
☐ 501c3 IRS determination letter (mandatory)
☐ Event details on organization letterhead

* Please note that there are a limited number of charitable gifts available. While every request will be considered, not all requests can be granted. Please allow four weeks for processing.

Requesting Organization: _____

Non-Profit Organization? ☐ *YES* ☐ *NO*

Federal Tax ID: _____

Contact Person: _____

Mailing Address: _____

Contact Email Address: _____

Contact Phone Number: _____

Date of Event: _____ **Type of Event:** _____

Attendance Estimate at Event: _____

Date of Request: _____ **Deadline Date for Fulfillment:** _____

Item(s) Requested: _____

Other Information/Comments: _____

_____

_____

For LLPA Use Only:

Date Approved: _____ Authorized by: _____

Items Donated: _____ Approx Value of donated items: _____

Inserted into database by: _____ Date: _____