

DONATION POLICY: WASHINGTON STATE FAIR

WHO IS ELIGIBLE to request a donation:

1. Must qualify for a non-profit status under the Internal Revenue Code
2. Educationally-based efforts (schools, etc.)
3. Quality of life for children
4. Animal and agriculture education

Boundary of Support:

Donation requests to provide funds for ongoing running costs of the organization will not be supported, nor will these fundraising activities:

- Individual pursuits
- Debt reduction campaigns
- Political candidates or parties
- Good will advertising
- Conferences or meetings
- National or regional fundraiser held in various cities (i.e. Relay for Life)
- Beauty pageant participants
- Religious organizations (exception: non-secular, if complies with Who is Eligible, above)
- Animal testing
- Organizations advocating violence or discrimination or in other ways promoting behavior inconsistent with our principles.

WHEN CAN YOU SUBMIT YOUR REQUEST?

If your auction is during these months:	Request accepted between these dates via Fax / Email / Mail (postmarked) / Hand delivery:
March, April, May	January 1-31
June, July, August	April 1-30
Sept., Oct., Nov.	July 1-31
Dec., Jan., Feb.	October 1-31

Requests will only be considered that arrive between January 1-31, April 1-30, July 1-31, and October 1-31 (based on auction date). If they arrive early or late, they will not be considered. Sorry, no exceptions.

WHAT YOU NEED TO PROVIDE:

If the organization meets the eligibility requirements, you are invited to submit for a donation once a calendar year. Please include the following information:

1. Submit your request on printed letterhead, including the organization's primary name, address, telephone, email and contact person.
2. Brief description of your organization, and purpose of the request
3. Either IRS 501 (c) (3) Tax Exemption Number – OR - copy of your IRS 501 (c) (3) Tax Exempt Determination Letter.
4. Must not exceed two pages

VARIOUS WAYS YOU CAN DELIVER YOUR REQUEST

- Fax to (253) 841-5300
- Email to Donations@thefair.com
- Mail to Washington State Fair, Attn: Donation Request, 110 – 9th Avenue SW, Puyallup, WA 98371.
- Hand deliver weekdays between 8 a.m. and 4:30 p.m. to Fair office (address above)

The Fair's donation team assesses and determines which requests most closely complement the core values of the Fair.

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