## **Donation Request Form**

Thank you for thinking of the Worcester Art Museum for your fundraising event. Please read the guidelines below for donation requests for non-profit events, auctions, and raffles.

- 1. All organizations must be prepared to demonstrate 501(c)(3) status.
- 2. The following organizations are not eligible for donations:
  - a. Parochial and other religious schools
  - b. Colleges or universities
  - c. Family foundations
  - d. Houses of worship that are fundraising for operating expenses
- 3. Requests will be honored once per year, per organization. Multiple requests per year cannot be honored.
- 4. Donation requests cannot be fulfilled during the months of December or January. We recommend that you schedule your request accordingly. Any requests received during this time period will go unanswered.
- 5. Please do not send additional mailings other than this electronic form. Due to the high number of donation requests we receive, we are unable to respond to your correspondence.
- 6. We try to fulfill every eligible donation request; however, a donation is not guaranteed. Please allow up to 4 weeks to receive your donation.

Please complete and submit this form electronically to <a href="mailto:membership@worcesterart.org">membership@worcesterart.org</a>. Please reference "**Donation Request**" in the subject line.

Organization Name:	
Event Name:	
Event Date:	
Deadline for receipt of donation:	
Organization Contact Name:  Organization Address (where you would like your item to be sent):	
I would like to request (please select one)	4 Museum day passes (\$56 value)
	1-year membership voucher for 2 adults (\$85 value)

5/2017