



## DONATION TICKET REQUEST GUIDELINES

To help manage the requests for donated passes in a manner that maximizes the impact of our limited inventory designated for donations, Evergreen Aviation & Space Museum has established the following guidelines.

- The Museum is unable to grant monetary donations.
- The Museum has chosen to donate passes to organizations whose work is congruent with our mission. Your organization must be raising funds ***to inspire and educate, promote and preserve aviation and space history, and honor the patriotic service of our veterans.***
- The donation of Museum passes **must result in a direct cash benefit** to your organization. For example, we will donate passes to be included in a raffle or auction that generates cash gifts to your organization. We do not donate passes to be used as complimentary door prizes, employee or volunteer incentives, or thank-you gifts.
- A letter of request (which must be printed on the requesting organization's letterhead) should be sent to "Donation Requests," Evergreen Aviation & Space Museum, 500 NE Captain Michael King Smith Way, McMinnville, OR 97128 or faxed to 503-434-4188. Your request must be received a **minimum of 40 days prior to your organization's event or donation receipt deadline** (whichever is earlier.) Phone or email requests will not be considered.
- Once your request has been received and approved, a response and passes will be sent to your organization a minimum of 10 days before your event.
- Passes are limited to four (4) per organization per calendar year.

The Museum receives many requests for passes every day. Please allow time for us to respond to your request and refrain from calling to follow up on the status of your request. Due to the volume of requests we receive, we are unable to return individual phone calls. We appreciate your consideration as we try our best to meet the needs of the communities we all serve.

Thank you.