



Donation Request Form

Your complete application must be received at least six weeks in advance of your event date in order to be considered.

Please read all guidelines on both the front and back of this application before submission.

Today's Date: _____ Event Date: _____

Organization: _____ *501C3

**Please attach a copy of 501c3 status*

Address: _____

City, State, Zip: _____

Your Name: _____

Position: _____

Daytime Phone: _____

Alternate Phone: _____

Email: _____

1. Mission statement of nonprofit organization:

2. Description of event:

3. How many people will attend this event?

4. How will Discovery Center of Springfield be acknowledged for this event?

5. Describe how the donation will be used:

6. Has your organization received a donation in the past from Discovery Center of Springfield? **Y N**

If yes, what was the date you received your donation? __/__/____

(Discovery Center is only able to make donations to organizations once annually)

Complete this form **along with your request letter on institutional letterhead** and return with a **self-addressed stamped envelope** to:

Discovery Center of Springfield
ATTN: Donation Request
438 E. St. Louis St
Springfield, MO 65804

Due to the number of requests, we ask that you do not contact us about your donation request. If you are selected, your donation will be mailed or you will be contacted to pick up.

Donation Guidelines

Thank you for thinking of the Discovery Center of Springfield for your charitable organization. We have updated our donation policies. **Moving forward, all organizations requesting a donation must fill out a donation request form (see <https://www.discoverycenter.org/community-donations/>) and meet the following criteria:**

1. The recipient must be a 501c3 nonprofit organization in the southwest Missouri region and provide a copy of the 501c3 state tax-exempt form with the printed application.
2. The application must be received at least six weeks before the event date in order to be considered.
3. We cannot accommodate multiple requests from the same organization or organizations outside the southwest Missouri region. Past support of an organization or event is not a guarantee of future support.

Please note:

- Requests by phone, fax, or email are not accepted.
- Each organization is limited to one donation per calendar year.
- Please provide a #10 self-addressed, stamped envelope for our donation to be mailed in.
- Due to the number of requests, we ask that you do not contact us about your donation request.

Application Packet Should Include:

1. Printed and complete donation form (<https://www.discoverycenter.org/community-donations/>)
2. #10 self-addressed, stamped envelope
3. 501c3 tax exempt form