

# OKLAHOMA STATE FAIR, INC. DONATION REQUEST



Oklahoma State Fair, Inc. (OSF) receives numerous requests for donations each year and has streamlined the donation process to allow for better coordination of these requests. All requested information must be sent at the time of application, incomplete applications will be disqualified. PLEASE NOTE: Submission of an application does not guarantee a donation.

## **DONATION GUIDELINES:**

OSF only makes donations to organizations certified as non-profit under section 501(c)(3) of the Federal Internal Revenue Code.

OSF requires the IRS's determination letter as proof of 501(c)(3) status.

Our customary donation is four (4) gate admission tickets. Carnival ride armbands, concert tickets, and tickets for other special events are not regularly available for donation.

Requests must follow the 2024 schedule below:

- Requests must be made between March 1 and June 30.
- The event/activity for which the donation will be used must occur between April 1 and August 18.
- In most instances, tickets should be picked up. In the event they are mailed, lost tickets will not be replaced.

To accommodate as many requests as possible, OSF may decline a donation to an organization who received one in the prior year. Receiving a donation in a previous year does not guarantee an approval for a future year.

## **Priority will be given to the following groups:**

- Local agricultural organizations
- Local education organizations
- Local arts organizations
- Local social service organizations dealing with children
- Local social service organizations that complement the mission of the Oklahoma State Fair

# OKLAHOMA STATE FAIR, INC. DONATION REQUEST



**We are unable to make donations to the following:**

Secondary requests on behalf of a national organization (individuals raising money for another group such as United Way, American Cancer Society, Susan G. Komen, etc.), fundraisers for political purposes, employee appreciation parties, for-profit organizations, tour groups, and out of state organizations.

Requests are filled on a first-come, first-served basis. OSF has a limited allocation of gate admission tickets for donations, and due to the large volume of requests received, it is not possible for OSF to support all requests.

## **DONATION REQUEST PROCESS**

For requests to be processed, inquiring parties need to complete the online application at the link provided below. All requested materials need to be uploaded, in PDF format preferably, at the time of submission. Incomplete information will not be accepted. Applications will be reviewed in the order they are received. Once you submit your application, you will receive a confirmation email that your application has been received. Allow up to ten (10) business days for your request to be considered. You will receive an email from an OSF Donation Coordinator with an approval or denial notice, along with information on how to proceed if approved.

Below is a list of information and/or PDF documents you will need when you apply:

- Company/organization's Federal EIN number
- IRS determination letter
- Organization's current address, primary telephone, and email
- Event website or social media page(s) so that the event can be verified
- Letter on organization's letterhead describing your request and the event for which you are requesting support

If you have additional questions or need more information about our donation program, please contact OSF at 405-948-6700.

If selected, tickets must be picked up at the Oklahoma State Fair Administration Building, unless other arrangements are made.

**If your request meets all the requirements above, please proceed to [the donations application](#).**