

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 the same opportunity for each inquiring organization. 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. Tickets for Carnival Ride Armbands, concert tickets, and/or other special events are not available for donation.

Requests must be received at least four (4) weeks prior to the event date to be considered.

Due to limited availability, OSF is not always able to contribute to priority organizations. OSF will only be able to make a donation every 24 months to the same organization. Receiving a donation in previous years does not guarantee you will be approved in the future. Priority is given to events held in May thru July.

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

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.

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Requests are filled on a first come, first served basis. Since 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, all inquiring parties will need to complete the online application at the link provided below. All requested materials will need to be uploaded in PDF format with the application at the time of submission. Incomplete information will not be accepted. Applications will be reviewed in the order they are received. Once you complete your application, you will receive a confirmation email that your application has been submitted. Allow up to seven (7) business days for your request to be processed. You will receive an email from the OSF Donation Coordinator with either 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 to have ready when you apply:

- The company/organization's Federal EIN number. If you do not know your organization's U.S. Tax ID number (EIN), you can contact the IRS toll-free at 1.877.829.5500.
- IRS Determination letter
- The organization's current address, primary telephone and email information.
- Name and description of the event you are requesting support for and event date.

If you have additional questions or need more information about our donation program, please contact OSF at 405.948.6700.

If selected, donation letters (promising tickets to a future event), or actual tickets must be picked up at the State Fair Park Administration Building, unless prior arrangements are made (OSF cannot mail donation letters or tickets to residential areas).

Donations will only be released to an employee of the requesting organization, when picking up tickets: you will need to bring a copy of the donation confirmation email sent from OSF.

If your request meets all of the requirements above, please refer to the Donations Application found at <http://www.okstatefair.com/content/donationsspecial-admissions>.