

# 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 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 through 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. 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 need to complete the online application at the link provided below. All requested materials 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 ten (10) business days for your request to be considered. You will receive an email from an 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.
- IRS determination letter
- The organization's current address, primary telephone, and email information.
- 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, donation letters (promising tickets to a future event), or actual 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 found at [here](#).**