



## **JOHN BALL ZOO CHARITABLE DONATION GUIDELINES**

Thank you for thinking of John Ball Zoo for your next fundraiser!

John Ball Zoo is a nonprofit organization which supports other 501(c)3 organizations in West Michigan and the surrounding areas. Due to the tremendous volume of inquiries received and limited resources, it is impossible to satisfy all organizations who ask for and merit assistance. Approximately 75% of the John Ball Zoo's annual operating budget is dependent upon earned revenue, making it necessary to limit the number of complimentary tickets awarded.

**Eligible organizations may receive a maximum of 4 complimentary admission tickets per organization per calendar year.**

### **CRITERIA FOR CONSIDERATION**

- Requesting organization must be a federally licensed 501(c)3 nonprofit charitable agency
- Requests must be submitted by mail, on the organization's official letterhead
- Requests must be postmarked a minimum of 60 days prior to the event, but no more than three months
- Requests must include:
  1. a description and date of the event and how funds raised will be used
  2. how the tickets will be used (i.e. silent auction)
  3. a copy of the requesting organization's 501(c)3 designation letter
  4. a self-addressed, stamped return envelope

Please mail all donation requests to:

John Ball Zoo  
Attn: Charitable Donations Committee  
PO Box 2506  
Grand Rapids, MI 49501

### **NOT ELIGIBLE (includes but is not limited to)**

- Requests that do not meet the above "Criteria for Consideration"
- Organizations/companies raising funds on behalf of another benefiting group
- Individual fundraising
- Political, social or fraternal organizations
- Requests with a private return address
- Organizations that have received a donation within the past 12 months
- Fundraisers benefiting mission trips or activities outside of the U.S.
- Sponsorship requests or requests for monetary gifts
- Private organizations seeking a donation to raise money for tuition
- Organizations seeking a donation for prizes or incentives \*
- Organizations outside of Michigan
- Organizations or events that do not align with John Ball Zoo's mission and core beliefs

\*Exceptions may be made when considering incentive donations awarded for educational achievements



### **IMPORTANT TO NOTE**

- John Ball Zoo reserves the right to modify the charitable donation guidelines at any time
- Submitting a request does not guarantee it will be fulfilled
- Ticket values are \$12.50 each or a total donation value of \$50.00
- All requests require a minimum of four weeks for consideration and processing
- Donations are valid until the end of the season in the issuing year
- John Ball Zoo prohibits the online sales of donated tickets, with the exception of online fundraising auctions hosted by the requesting organization
- Zoo staff is unable to expedite requests

### **HOW CAN I CHECK ON THE STATUS OF MY REQUEST?**

The charitable donations committee meets on needs basis. Please allow a full six weeks for consideration and processing.

If you have any questions or concerns, please contact: [donate@jbzoo.org](mailto:donate@jbzoo.org) and indicate "Donation Request" in the subject line.