



# SCIENCE CENTER OF IOWA DONATION REQUEST FORM

Thank you for thinking of the Science Center of Iowa (SCI) for your upcoming nonprofit fundraising event! SCI supports other nonprofit groups in Iowa through donations of tickets to qualified organizations for fundraising purposes. Please review the guidelines below to determine if your organization is eligible and note the instructions on how to request donations. Please note - SCI is only able to make donations to organizations once annually.

For more information or questions, email [info@sciowa.org](mailto:info@sciowa.org) or call 515-274-6868 and ask for community donations.

## ELIGIBLE ORGANIZATIONS/DONATIONS

- Church groups
- School and scholarship fundraisers
- Community organizations (Hospitals, libraries, veteran’s groups, etc.)
- National nonprofit organizations
- Requests submitted 3-12 months prior to the event

## INELIGIBLE ORGANIZATIONS/DONATIONS:

- For-profit organizations
- Employee incentive awards or giveaways
- Second generation requests (for-profit organizations or individuals raising money for another group; example: corporate United Way auctions)
- Events benefiting a single person or family
- Monetary donation requests

If your organization satisfies the eligible criteria for a community donation, please fill out the bottom portion of this form and return to SCI along with a letter from your organization.

TODAY’S DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ TAX ID NUMBER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

1. Mission statement of organization:
2. Description of event:
3. How many people will attend your event? \_\_\_\_\_ Date donation must be received: \_\_\_\_\_

**MAIL, FAX OR EMAIL YOUR LETTER TO:**

Science Center of Iowa  
 Community Donations  
 401 W. Martin Luther King Jr. Parkway  
 Des Moines, IA 50309  
 F | (515) 274-3404      E | [info@sciowa.org](mailto:info@sciowa.org)