

### **Donation Requests**

Peoria Riverfront Museum actively supports other non-profit groups through donations of tickets to qualified organizations for fundraising. Because of the number of requests for donations, we are not able to honor every request. Please look at the guidelines below to determine if your organization is eligible, and note the instructions on how to request donations.

#### **As we are able, we DO donate tickets to:**

- Church groups
- Schools
- Community organizations
- National non-profit organizations

#### **We are UNABLE to donate for:**

- For-profit organizations
- Second-generation requests (for-profit organizations or individuals raising money for
- another group; example: personal fundraiser benefiting a non-profit)
- Events benefiting a single person or family

### **Passes**

General Admission passes include admission to the standard museum exhibits and the planetarium, and will expire approximately six months from the date of the event. We will make one donation per year per organization.

### **How to request a donation**

For all donation requests please fill out the attached form and mail, fax, or email to Kaileigh Stephens, Development Assistant. The form can also be found on our website.

To be considered for a donation we must receive the request and a letter on the organization's letterhead or a flyer for the event that includes the name of the organization, their contact information, and the date and purpose of the event, at least three weeks prior to the date of the event.

Because of the volume of requests, we are unable to process requests by phone; we will mail tickets to eligible organizations within two weeks or will mail a letter if we are unable to help.

### **Questions? Contact:**

Kaileigh Stephens  
(309) 863-3060

[kstephens@peoriariverfrontmuseum.org](mailto:kstephens@peoriariverfrontmuseum.org)