



DONATION REQUESTS

Road America is proud to give back to our local communities. We are active in the community with different projects and strive to support non-profit groups. Road America receives requests daily; however, it is not possible for us to support every group. Due to the large volume of requests received, the Donations Committee will adhere to all the following guidelines when determining approval of a request.

- The original request must be submitted to the Road America office on your organizations letterhead, along with a completed [Donation Request Form](#), and must be submitted no later than 60 days prior to your event
- Donations will only be approved for non-profit organizations or charities with registered Federal Tax Identification Numbers
- The event must be attended by at least 75 people
- Road America must receive promotion in any advertising done for the event and all ad copy must be submitted to Road America, in advance, for approval
- A maximum of two items will be donated per request

All requests are reviewed by Road America's Donations Committee. We understand the importance of each event. Please understand that while we strive to help each organization, we cannot honor all the requests received. We work very hard to review each request on an individual basis and are happy to be able to support a variety of local and regional organizations.

All requests must be mailed to Road America at the address below.

Requests cannot be accepted in person, over the phone, by email or fax. If you do have questions regarding our donation policy or have difficulties downloading our [Donation Request Form](#), you may contact Ticket Information at (800) 365-7223.

Please download the [Donation Request Form](#), complete the form and include the documents required, then mail your donation request package to the following address:

Road America
Attn: Donations
PO Box 338
Elkhart Lake, WI
53020



DONATION REQUEST FORM

Name of Organization: _____

Your Name: _____ Position: _____

Contact Person (if other than you): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax _____

Email Address: _____

Are you a non-profit, charitable organization? Yes No Tax ID# (required): _____

Name of Event: _____ Date of Event: _____

Nature of Event: _____

Is there a ticket/admission fee to this event? Yes, how much? \$ _____ No _____

What will the donation be used for? (raffle, silent/live auction, etc.) _____

What organization will receive proceeds from your event? _____

Will Road America be included in any advertising you do for the event? No _____

Yes, describe: _____

Will you distribute Road America Brochures at your event? No _____

Yes, how many? _____

Donation Agreement:

I agree that the above information is accurate. I understand that this is a request, and I will not receive a donation from Road America until the Donation Committee has approved it. I am prepared to answer any questions related to the submission and provide necessary paperwork, if requested. I will use the donated items for the purpose to which it is intended, and will not re-sell the items for profit. Failure to comply will negatively impact Road America's consideration of future requests.

Signature: _____ Date: _____

*This form must be mailed, along with a written request on your organization's letterhead, to the Road America office 60 days prior to your event. Envelopes can be addressed to: Road America, ATTN: Donations, PO Box 338, Elkhart Lake, WI 53020