



## Greater Rockford Airport Authority Donation Request Guidelines

Gift Baskets and/or Travel Certificates or AirFest Admission Tickets are donated, upon request, to the following types of non-profit organizations and fundraising events in exchange for promoting RFD at your event:

- School fun fairs, student incentives, social functions, etc.
- Community agencies/organizations, neighborhood group events, churches, and other not-for-profit groups for the fundraising efforts.

### **Donation Request Guidelines**

- For your donation request to be considered, please complete and submit a **Donation Request Form** at least three (3) weeks prior to the event or any set deadline, whichever comes first. Please send it with a letter regarding details of your event.
- We will contact you after reviewing your letter and request form.
- RFD does not provide monetary donations.
- RFD does not make donations to political or partisan organizations or candidates.
- One request per event/program/organization will be considered per year.
- If you have received a donation from RFD in the past, please be aware that donations for the current year may vary from previous years.
- Quantities and amounts of vouchers vary according to the type and size of the event and the method of distribution/award (such as door prizes, auction items, incentives, rewards, etc.).

### ***Recognition/Acknowledgement of RFD for the Donation***

- Please provide some type of recognition/acknowledgement from your event (a thank-you note, program, poster, etc.) so we can share partnership information with GRAA Commissioners and staff.

Thank you and good luck with your fundraising event!



## DONATION REQUEST FORM

*Please fill out all areas completely to be considered for a donation. Thank you!*

1. Requestor's name: \_\_\_\_\_ 2. Today's date: \_\_\_\_\_

3. Organization seeking donations: \_\_\_\_\_

4. Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. Daytime phone number: \_\_\_\_\_ 6. Alternate phone number: \_\_\_\_\_

7. E-mail address: \_\_\_\_\_

Yes, sign me up for MilesAhead to receive information on RFD's special promotions and Airport announcements.

8. Fundraising event name and location: \_\_\_\_\_

9. Date the donation is needed by: \_\_\_\_\_ (a minimum of 3-week notice is needed for processing)

10. Event/program date(s): \_\_\_\_\_

11. How many people will attend your event? \_\_\_\_\_

12. How will the donation be used (auction, raffle, door prize, etc.): \_\_\_\_\_

After completing the Donation Request Form, please choose one of the three ways to submit:

Via e-mail: *Please save this form to your computer and rename the file with your first and last name (example: Jane\_Smith.pdf). Then attach to an e-mail and send to [dskinner@flyrfd.com](mailto:dskinner@flyrfd.com)*

Or fax: 815-969-4001

Or print and mail to: Chicago Rockford International Airport  
Donation Requests, 60 Airport Drive., Rockford, IL 61109

Questions? Contact Dee at 815-969-4467

*Area below this line is for Office use only*

DRF \_\_\_\_\_ LR \_\_\_\_\_ TDR \_\_\_\_\_

TDG \_\_\_\_\_ P/U \_\_\_ M \_\_\_ D \_\_\_ - Date \_\_\_\_\_

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