

ORC Donation Request Criteria

The ORC may only grant donations for the following:

- Equipment Rentals
- Facility Rentals
- Instructional Services

The mission of the Outdoor Recreation Center is to enable USU and community members to experience the physical and mental benefits of safe, fun recreation by providing them with excellent facilities, equipment, instruction, and resources.

Organizations will be considered for donations from the ORC if they can show that their efforts are in alignment with the ORC Mission.

The ORC will consider requests that meet the following criteria:

- Have nonprofit tax exemption status under Internal Revenue Service code 501(c)(3)
- Have responsible board of directors serving without compensation.
- Show financial stability as evidenced by annual financial statements.
- Employ ethical methods of publicity, promotion, and solicitation of funds.
- Raise funds without payment of commissions, street solicitations or mailing of unordered tickets.
- Operate from a detailed annual budget.
- Use in-kind donation to benefit organizational members or constituents.
- Use of in-kind donation will affect a significant number of people.
- Requests that are more than 30 days *before* the donation event.

The ORC does not consider donations for the following:

- Sponsorship of professional athletic or amateur sports teams or individuals.
- Single events such as races, walk-a-thons, fundraisers, workshops, seminars, etc.
- Religious causes.
- Political parties, candidates or issues.
- Organizations that are in any way exclusive.
- Trips, tours.
- Independent film/video productions.
- Request from individuals.
- Requests with less than 1 month prior to the project.
- Incomplete applications.
- Applications not sent via email as a Microsoft Word Document attachment.

<p>Organizations that meet the above criteria should fill out the <u>Donation Application Information</u> page and email it to the ORC Programs Administrator and allow 2-3 weeks to process Donation Applications</p>
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