

ATLANTA HISTORY CENTER GUIDELINES FOR SUBMITTING A COMMUNITY DONATION REQUEST

The Atlanta History Center (AHC) supports hundreds of local nonprofit 501(c)(3) organizations annually by donating Family Passes to assist in fundraising efforts. Due to the volume of the requests received, organizations must meet the following guidelines to be considered.

- Donation requests for charitable events to support nonprofit organizations in the state of Georgia will be considered. **Out-of-state requests cannot be fulfilled.**
- The purpose of the event must emulate the mission of the AHC.
- Fundraisers to benefit capital expenditures, brick and mortar projects, technology improvements or a specific individual or individual family do not qualify as a charitable cause.
- The following examples of charitable causes will be considered:
 - Historic Preservation
 - Health and Human Services
 - Public and Social Benefit
 - Environmental Issues
 - Animal Welfare and Wildlife Conservation
- All donation requests must be submitted in writing on organization letterhead. A PDF of an actual letter, submitted via e-mail, is acceptable.

Submit A Request

By Email: communitydonations@atlantahistorycenter.com (email requests will only be accepted if it includes a PDF of the donation request letter on organization letterhead).

By Mail:

Atlanta History Center
Attention: Community Donations
130 West Paces Ferry Road
Atlanta, GA 30305

Requests are not accepted by phone.

- Requests must include the name of the nonprofit organization, 501(c)(3) tax exempt identification number (for further information please reference the IRS *Substantiating Charitable Contributions* document), date of the fundraiser, the purpose and beneficiary of fundraiser, contact name and address to which the donations will be sent. Incomplete requests will be returned.
- Requests must be received at least 21 days prior to the event date. Community donations are processed twice a month.
- One request per organization, per calendar year, will be considered.
- The standard AHC donation is one Family Guest Pass, valid for two adults and up to four youth under the age of 18, and has a \$77 value.

All requests are evaluated on an individual basis. Submitting a request does not guarantee a donation.

Organizations seeking tickets beyond the standard donation are encouraged to purchase tickets at the group rate for distribution. Discounted group rate tickets are available for purchases of more than 10 tickets. Please contact the Group Sales department at 404-814-4031 to purchase tickets.

REV: July 2016