

## Donation Requests

Is your charitable organization holding a silent auction or a fundraiser to raise money for an amazing cause? If so, the Salato Wildlife Education Center accepts requests for donations of up to five general admission vouchers (not valid for special events).

### Guidelines:

Complete requests must be received at least 45 days prior to the fundraising event on your organization's official letterhead via email to [katherine.andrae@ky.gov](mailto:katherine.andrae@ky.gov) or mailed to the following address:

Salato Wildlife Education Center  
ATTN: Katie Andrae  
#1 Sportsman's Lane  
FRANKFORT, KY 40601

To be considered, requests must include all of the following information:

1. Name of your organization and complete mailing address
2. Your organization's mission
3. Proof that you are a 501(C)3 organization (EIN/IRS forms)
4. Name of fundraising event
5. Date of the fundraiser
6. The purpose of the fundraiser (i.e. who/what will benefit)
7. Contact person: full name and title
8. Contact information: phone number, email, and website

The mission of the organization and purpose of the fundraiser cannot be contrary to the Salato Wildlife Education Center or Kentucky Department of Fish & Wildlife Resources' mission. Only one donation per organization per year.

**If your request is approved, vouchers will be mailed to the organization, not an individual's home, so please make sure to put the organization's address on the request.** Recipients must acknowledge the Salato Wildlife Education Center in marketing materials for the fundraising event. If you have any questions regarding the donation process, please email [katherine.andrae@ky.gov](mailto:katherine.andrae@ky.gov)