



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*

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 _____

N _____