



## **Ticket Donation Policy for Schools and Youth Organizations**

The Oregon Coast Aquarium is happy to support schools and youth organizations by donating Aquarium tickets to fund-raising auctions and other special events. So that we may better process your donation request, we ask that your organization complete the attached application and return it to the Aquarium **at least 6 weeks prior to your event.**

Please note the following guidelines before making your request:

- You must be an **educational institution** or a **youth organization** to receive a ticket donation. In special cases, exceptions may be made.
- Nonprofits only.
- Groups located in Lincoln County are given top priority.
- All requests must be submitted in writing—**no phone calls, please.**
- The Aquarium's normal donation is two guest passes per application.
- Only one donation request per year per organization.
- An application is for one time only; you will need to resubmit your application in subsequent years.

Mail, fax or email the completed application form to:

Receptionist  
Oregon Coast Aquarium  
2820 SE Ferry Slip Rd  
Newport, OR 97365  
Phone: (541) 867-3474  
Fax: (541) 867-6846  
contact@aquarium.org

**Please see application form on page 2**

**Oregon Coast Aquarium**  
**Ticket Donation Application**  
Please see policies before filling out this form

At least **6 weeks** prior to the event, please mail, fax or email this completed application to:  
**Receptionist; Oregon Coast Aquarium; 2820 SE Ferry Slip Rd; Newport, OR 97365**  
**contact@aquarium.org**

Name of organization:

Contact name:

Mailing Address:

City:

State:

Zip:

Phone:

Fax:

Nonprofit tax ID#:

Date of event:

Organization's mission and goals:

Title of event or nature of request:

Briefly explain how the proceeds from your event will be used:

Briefly explain how the Aquarium will receive recognition for its donation (press releases, newspaper or radio advertisements, event program, brochure table, etc.):

- ***Due to the volume of donation requests that we receive, we are unable to look up the status of these requests. No follow-up phone calls, please.***

*Phone: (541) 867-3474; Fax: (541) 867-6846*