

# Iowa Tribe of Kansas & Nebraska Charitable Contribution Policy

The Iowa Tribe of Kansas & Nebraska has been committed to continually enhancing the economic vitality and social welfare of our communities through corporate sponsorships and charitable donations.

## General Criteria

Any individual, group or organization requesting a corporate sponsorship or charitable donation from the Iowa Tribe of Kansas and Nebraska, must meet the following criteria:

- Located in a community in which the Iowa Tribe of Kansas and Nebraska serves;
- Submit a written or verbal request and provide supporting documentation.
- If the sponsorship or donation is not used for the intended purpose, the total amount must be paid back to the Iowa Tribe of Kansas and Nebraska. If not paid back in full, all further requests will be denied
- If an individual sponsorship or donation is given, the individual must provide proof of attendance. (i.e. plane ticket, train ticket, bus ticket)

The following are generally ineligible to receive contributions from the Iowa Tribe of Kansas and Nebraska:

- Political organizations or candidates for public office;
- Organizations that discriminate on the basis of race, religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation, or veteran status;
- Contribution for events/activities that have already occurred;
- Organizations outside the United States.

## Contribution requests

When you are ready to request a contribution, you can send us a letter or complete the [Charitable Contribution Request Form](#) that is attached (feel free to attach additional information as well).

If you are mailing your request to us, please send your information to:

**Iowa Tribe of Kansas & Nebraska  
Executive Committee  
3345 B Thrasher Road  
White Cloud, KS 66094**

You can also fax your request to the attention of the Iowa Tribe Executive Committee at (785)-595-3347. Please be sure to include all pertinent data, such as the full name of your organization, address, type of request, purpose, or event, and contact information of the requester. You may want to use the attached Charitable Contribution Request Form as a guide to make sure you include all information needed to make a decision on your request.

### **Review Process**

Each request is individually reviewed by the Iowa Tribe of Kansas and Nebraska Executive Committee for eligibility and will be considered on its own merits. Requests will be approved or denied within ten business days. If your request will take longer than ten business days to process, you will be contacted and provided with an estimated date of decision.

Please contact the Iowa Tribe Executive Committee at (785)-595-3258 with any questions.

#### **What is the difference between a sponsorship and a donation?**

- A "sponsorship" is a partnership negotiated with another organization (sometimes a not-for-profit organization) for marketing purposes. For example, our logo might be printed in your program or on the backs of your t-shirts. Please designate which type of contribution you are requesting.
- A "donation" is strictly defined as either funds or an item given to a not-for-profit organization, for which a tax receipt is issued.

# IOWA TRIBE OF KANSAS AND NEBRASKA CHARITABLE CONTRIBUTION REQUEST FORM

Attn: Iowa Tribe Executive Committee • 3345 B Thrasher Road • White Cloud, KS 66094 • (785) -595-3258

## Group, Individual or Organization Information

Date of Request: \_\_\_\_\_ Date Request Needed: \_\_\_\_\_

Name of Group, Individual or Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person Making the Request: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_ Fax: \_\_\_\_\_

Organization's Primary Purpose/Mission:

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Is the individual, group or organization a 501(c) (3) nonprofit agency?  YES  NO

Is the individual, group or organization a member of the Iowa Tribe of Kansas and  
Nebraska?  YES  NO

Are there any Iowa Tribe of Kansas and Nebraska Tribal Members with your group or  
organization?

YES Please list: \_\_\_\_\_

NO

## Details of Request

Purpose of your request/Name of Event:

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Location of Event:

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Type of Request: (Check all that apply)  Monetary Amount requested: \$ \_\_\_\_\_

Giveaway item(s) # of items requesting: \_\_\_\_\_

### Advertising Information

Will there be any advertisement/promotions featuring the Iowa Tribe of Kansas and Nebraska?  YES  NO

If YES, please describe:

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What format do you need to receive our logo?  pdf  jpg  other: \_\_\_\_\_

Email address to send logo:

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### Internal Use Only

Date received: \_\_\_\_\_ Date processed: \_\_\_\_\_

Approved?  YES  NO Approved by: \_\_\_\_\_

**ACCOUNTING DEPARTMENT INSTRUCTIONS**

GL# \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

Credit Card \_\_\_\_\_

Please forward the request to:

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