Visit Palm Beach believes in giving back and supporting our community. We receive many requests throughout the year for individuals, organizations and events. To best serve our community, we ask that your organization meet the following guidelines for any donation request.

## Guidelines

- All requests must be submitted by e-mail to <u>contactus@visitpalmbeach.com</u> with the following information:
  - Organization name, Donation request, Date of event, Contact Information (Name, Phone Number, E-mail), How the donation will be used
- Standard donation is two Happy Hour or Sunset Cruise tickets and expires 6 months from the issue date.
- Request must be emailed 2 weeks prior to event date
- If donation request is approved, certificate will be emailed to contact person stated in the email request.
- Donations can be requested for auctions and raffles but NOT door prizes
- Only one donation to the organization will be approved per fiscal year (August-July)
- Priority will be given to organizations in Palm Beach County that focus on Ocean Conservation, Tourism, Christian organizations, Sustainability, Children and Families.

The following groups are not eligible to receive complimentary pass donations:

- Individuals or individual families
- For-profit organizations
- Political parties