



Donation & Sponsorship Request Packet

Indian Head Casino • Plateau Travel Plaza

Donation/Sponsorship Committee

What's in this packet

- Eligibility & Disqualification Criteria
- Donation/Sponsorship Committee Guidelines
- Donation/Sponsorship Request Form
- Sponsorship Letter & Agreement
- Post-Event Report-Back Form

Please read the Eligibility & Disqualification Criteria before completing your request. All requests must be submitted at least 30 days prior to the event date, with supporting documents and a completed W-9.



Eligibility & Disqualification Criteria

Please review the following criteria before completing a request. Requests that do not meet the eligibility requirements below, or that fall into a disqualified category, will not be considered by the Donation/Sponsorship Committee.

Who May Apply

- Individuals, teams, groups, programs, or events that primarily serve the Warm Springs Community and the surrounding areas in which Indian Head Casino and Plateau Travel Plaza operate.
- Priority is given to requests supporting Tribal Member Youth and Senior Citizens in the areas of Health, Education, Community Development, and the Environment.

Required for Every Applicant

- A completed Donation/Sponsorship Request Form.
- A completed IRS Form W-9 — required of every applicant, individuals and organizations alike.
- Supporting documentation (flyer, registration, letter, etc.).
- Submission at least 30 days prior to the event or deadline date.

Frequency Limit

- Only one (1) request per individual, team, group, program, or event may be submitted per calendar year (January through December — the Enterprise's budget year).

Disqualified Requests

The Committee will not consider requests from, or sponsorships of:

- Groups or organizations that seek to influence elections or legislation.
- Organizations formed for sectarian or religious purposes.
- Institutions that unfairly discriminate on the basis of race, color, creed, religion, age, sex, or national origin.

Requests that do not meet these criteria will not move forward to committee review.



Donation/Sponsorship Committee Guidelines

1. The Donation/Sponsorship Committee is comprised of three representatives: two (2) from Indian Head Casino and one (1) from Plateau Travel Plaza.
 - a. At least two members of the Committee must vote on a request for it to be approved or denied.
2. Requests will be reviewed monthly, or as needed.
3. A Donation/Sponsorship Request Form must be completed and submitted to the Committee at least 30 days prior to the event, with supporting documents and a completed W-9. (See Eligibility & Disqualification Criteria.)
4. In lieu of a cash donation, the Committee may consider donating an item, or an Indian Head Casino or Plateau Travel Plaza gift card, to be used toward a fund-raising raffle for an event which may include events and/or activities.
5. All donation/sponsorship requests that are denied will receive a written form letter.
6. Requests must primarily be for events/programs that support the Warm Springs Community and surrounding areas in which we operate and serve.
7. As a guideline, individuals may receive up to \$250, and community events/programs, team sports, or tournaments may receive up to \$500. Award amounts are at the discretion of the Committee.
 - a. **Priority will be placed on Tribal Member Youth and Senior Citizens in Health, Education, Community Development, and the Environment.**
8. Only one (1) request per year can be submitted by an individual, team, group, program, or event, per calendar year (January through December).
9. Following the event or function, the recipient must submit a completed Post-Event Report-Back Form to the Committee (included in this packet).



Donation/Sponsorship Request Form

Organization/Individual Name: _____

Contact Name: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____

Zip Code: _____

Email Address: _____

Event Type: _____ **Event Date:** _____

Event Location (City, State): _____

Estimated Number of Attendees: _____ **Years This Event Has Run:** _____

Please submit a copy of your flyer, registration, letter, etc.

Type of Request

☐ Monetary Amount \$ _____ ☐ Playing Cards _____ packs ☐ Gift Card

What type of fundraising will you do to assist with your funding or event?:

What type of exposure should we receive if approved?

☐ Banner or signage ☐ Event Program or literature ☐ Verbal mention during program

Media — what type: _____

Required Attachment

☐ W-9 attached (required for all applicants)

Requestor Signature

Date

Office Use Only

Approval Signature

Date

☐ Approved Amt \$ _____ ☐ Denied

☐ Gift Basket ☐ IHC Gift Card \$ _____ ☐ PTP Gift Card \$ _____



Dear Recipient:

Thank you for your interest in the Indian Head Casino and Plateau Travel Plaza donation/sponsorship program. It is vital that all recipients represent IHC/PTP in a courteous, friendly, respectful, and hospitable manner during events and/or functions.

The following conditions must be agreed to and followed while representing Indian Head Casino and Plateau Travel Plaza:

- Individuals and teams will represent IHC/PTP in a courteous, friendly, respectful, and hospitable manner during events and/or functions.
- Uniforms purchased by IHC/PTP must be in good taste and not offensive.
- If any individual or team is found negligent of the aforementioned conditions, the donation/sponsorship will be terminated.
- Donations/sponsorships are valid for the length of one event/term/function.

See the Eligibility & Disqualification Criteria at the front of this packet for categories that are not eligible for support.

Please sign and return the enclosed Sponsorship Agreement.

Thank you,

Indian Head Casino / Plateau Travel Plaza
Donation/Sponsorship Committee

Enclosed: Sponsorship Agreement



Sponsorship Agreement

Date: _____

I/we, _____, representative(s) of _____, agree to the following conditions and terms of this Indian Head Casino / Plateau Travel Plaza donation/sponsorship.

1. Individuals and teams will represent IHC/PTP in a courteous, friendly, respectful, and hospitable manner during events and/or functions.
2. Uniforms purchased by IHC/PTP must be in good taste and not offensive.
3. Foul or inappropriate language curtailed.
4. No use of alcohol or drug consumption during the event.
5. Representatives must be of a clean presentation.

If any individual or team is found negligent of the aforementioned conditions, such donation/sponsorship will be terminated. Donations/sponsorships are valid for the length of one event/term/function.

By accepting this donation/sponsorship, Indian Head Casino / Plateau Travel Plaza agrees to provide the initial request in full or part for the event/term/function in the amount of \$ _____; the individual/team will be responsible for any additional expenses. Or, donated items valued at \$ _____.

Recipient Signature

Recipient Signature

Recipient Signature

Recipient Signature

Recipient Signature

Recipient Signature



Post-Event Report-Back Form

Due within 30 days following the funded event or function

Organization/Individual Name: _____

Contact Name: _____ **Phone:** _____

Email Address: _____

Event/Program Name: _____ **Event Date:** _____

Support Received

() Monetary Amount \$ _____ () Playing Cards _____ packs () Gift Card \$ _____ () Item/Gift Basket

How were the funds or donated item used?

Number of People Served / Reached: _____ **Actual Event Attendance:** _____

Was Indian Head Casino / Plateau Travel Plaza acknowledged as a sponsor?

() Banner or signage () Event Program or literature () Verbal mention during program

Media — describe: _____

Please attach photos, media clips, event programs, or other materials showing IHC/PTP recognition, if available.

Additional Comments

Submitted By (Signature)

Date

Office Use Only

Received By: _____ **Date:** _____

() Filed with original request record () Follow-up needed