



1945 SE Water Avenue
Portland, Oregon 97214-3354
503.797.4000

DONATION PASS REQUEST GUIDELINES

To help manage the requests for donated passes in a manner that maximizes the impact of our limited inventory designated for donations, OMSI has established the following guidelines.

- OMSI is unable to grant monetary donations.
- OMSI is unable to grant passes to individuals or single family.
- OMSI has chosen to donate passes to local organizations whose work is congruent with our mission. Your organization must be raising funds for education or youth and family services, including medical disorder research and support. For example, school fundraisers or carnivals, children's programs, scholarship funds, and services to individuals with medical conditions would all qualify as eligible.
- The donation of OMSI passes **must result in a direct cash benefit** to your organization. For example, we will donate passes to be included in a raffle or auction that generates cash gifts to your organization. We do not donate passes to be used as complimentary door prizes, employee or volunteer incentives, or thank-you gifts.
- A letter of request (which must be printed on the organization's letterhead) should be sent to "Donation Requests," OMSI, 1945 SE Water Ave., Portland, OR, 97214, or faxed to 503-239-7800. Your request must be received a minimum of 30 days prior to your organization's event or donation receipt deadline (whichever is earlier.) **Phone and email requests will not be considered.**
- Once your request has been received and approved, a response and passes will be sent to your organization a minimum of 10 days before your event.
- Passes are limited to 4 per organization per calendar year.

OMSI receives many requests for passes every day. Please allow time for us to respond to your request and refrain from calling to follow up on the status of your request. Due to the volume of requests we receive, we are unable to return individual phone calls. We appreciate your consideration as we try our best to meet the needs of the communities we all serve!

Donation requests that include a self addressed envelope and paid postage will receive a response within 10 business days, upon receipt of request. Note, this does not guarantee donation of passes.