

YERBA BUENA ICE SKATING & BOWLING CENTER DONATION REQUESTS POLICY & PROCEDURE

The Yerba Buena Ice Skating and Bowling Center has been an active participant in many local fundraising events since it opened in 1998. Our policy is to donate to specific, dated fundraising events such as auctions and raffles that are intended to raise monies for San Francisco schools or San Francisco based 501.c.3 non-profit organizations. Our donation is a "4-Pack" Certificate (valued at \$76.00), which is good for 4 skating admissions plus skate rentals that can be used at any regularly scheduled public skating session. Expiration date is enforced.

As we receive 20 or more such requests each week, and there are more than 6,000 certified non-profit organizations in San Francisco alone, not all requests will be fulfilled. We limit donations to one per organization, per year.

Please mail your request at least 60 days prior to the event. You may use the attached form, or include the following information in a letter written on organizational letterhead:

- Organization's legal name
- Organization's physical address (and mailing address if different)
- Organization's telephone number and web address
- Description of the organization including 501.c.3 number if applicable
- Date and description of the event
- Fundraising contact's name, address, phone and email address
- Fieldtrip/activities coordinator's name, address, phone and email address
- Please include a self-addressed stamped envelope

ALL INFORMATION REQUESTED ABOVE IS REQUIRED; incomplete, illegible, faxed, or telephone requests will be ignored. By sending in your request, you authorize us to contact your organization periodically to inform you of fundraising opportunities, field trips and group events, and promotions that may be of interest to your employees or members. We promise not to abuse this privilege.

Your request should be sent to:

Yerba Buena Ice Skating and Bowling Center
Attn: Donations
750 Folsom Street
San Francisco, CA 94107

YERBA BUENA ICE SKATING & BOWLING CENTER

DONATION REQUEST FORM

Organization's Legal Name	
Physical Address	Mailing Address <input type="checkbox"/> Same as Physical Address
Main Telephone Number	Website
Type of Organization and Description <input type="checkbox"/> PTA/PTO <input type="checkbox"/> School <input type="checkbox"/> 501.c.3 _____ (id number)	
Event Description Event Date _____	
Fundraising Contact Name Phone Email	Address <input type="checkbox"/> Same as Mailing Address
Fieldtrip/Activities Coordinator Name Phone Email	Address <input type="checkbox"/> Same as Mailing Address

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➤ Your request should be sent with a self-addressed stamped return envelope to:

Yerba Buena Ice Skating & Bowling Center
 Attn: Donations
 750 Folsom Street
 San Francisco, CA 94107