

DONATION POLICY

The Eric Carle Museum of Picture Book Art is a 501(c)(3) non-profit organization that collects, presents, preserves, and interprets picture book art from around the world, recognizing its importance as an art form. The Museum strives to engage, delight, and educate diverse local, regional, national and international audiences by encouraging inquiry and fostering appreciation of the visual world.

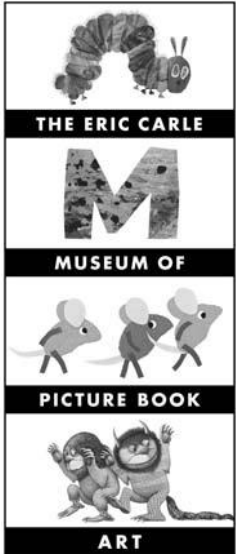
The Museum accepts and reviews requests for donations according to the following guidelines:

- Donations for use as fundraisers must benefit educational, art/cultural, or youth charities.
- **Requests must be submitted a minimum of six weeks prior to the event date and should include:**
 1. **Donation Request Form** (complete form below)
 2. **Statement of Purpose** –A letter on the requesting organization’s letterhead stating the purpose for the donation. **Please, no phone calls.**

Due to the overwhelming volume of requests that we receive, we regret that we are unable to fulfill all of them.

125 West Bay Road, Amherst, MA 01002
phone 413.658.1100 / fax 413.658.1139
www.carlemuseum.org

Updated 10/26/09



DONATION REQUEST FORM – Completion of this form does NOT guarantee the Eric Carle Museum of Picture Book Art will fulfill the request.

Name of Organization: _____
Contact Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____

PLEASE NOTE – If donation is granted, you will be notified when it is ready. Donations cannot be mailed and are available for pick up only.

1. This Organization is (please circle one):
EDUCATIONAL ARTS/CULTURE CHARITABLE INSTITUTIONAL

2. Is this organization a 501 (c)(3) non-profit agency? YES NO

3. Organization Description: _____

4. Event Description (Name, Date, Time, # of People to Attend, Purpose):

5. Is this event a fundraiser? YES NO
Who do the proceeds benefit? _____

6. Have you received a donation from us before? YES NO
If so, when was it received?

7. Due to the overwhelming number of donation requests, The Carle is able to fulfill only those requests that can be picked up during regular Museum hours. If approved, would someone from your organization be able to pick up a donation? YES NO

8. What is the deadline for receiving the donation? (6 week minimum required): _____

PLEASE FAX THIS FORM ALONG WITH STATEMENT OF PURPOSE (SEE FIRST PAGE) TO 413.658.1139, ATTENTION: JENNIFER O'CONNELL.

NO PHONE CALLS, PLEASE.

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