

Donation Request Process

Seneca Park Zoo Society is proud to support charitable fundraisers for fellow environmental, educational, community, and cultural nonprofit organizations in the Greater Rochester area. Requests will be reviewed based on the following guidelines:

- The organization must:
 - Operate in one of the following New York counties: Monroe, Genesee, Livingston, Ontario, Orleans, Seneca, Wayne, Wyoming, or Yates.
 - Be a nonprofit organization with a 501(c)(3) status.
 - Have not received a Zoo donation within the past 12 months.
 - Support one of the following missions:
 - Encourage the preservation of wildlife, animal care, and/or the protection and appreciation of the natural environment.
 - Provide education programming.
 - Serve children and families.
 - Fellow cultural organization in the Greater Rochester area; reciprocity encouraged.
- The request must be:
 - For a charitable fundraiser that directly supports the organization.
 - Submitted by the applicable review date. See the chart below to determine your deadline:

If your event is in this month	Your request must be received by this date
January	November 30
February	December 31
March	January 31
April	February 28
May	March 31
June	April 30
July	May 31
August	June 30
September	July 31
October	August 31
November	September 30
December	October 31

- Sent via mail or email attachment on the organization's letterhead. The request should state:
 - Organization's name, 501(c)(3) number* and mission statement
 - Event name, date, and primary purpose
 - Phone and/or email for primary contact person
 - Mailing information for granted donation requests

*Please note, support organizations for educational institutions such as parent or teacher organizations for K-12 schools are also welcome to apply.
- Contributions will not be made to the following:
 - Fundraisers that are perceived to be political or religious in any way.
 - Requests for door prizes, holiday parties, incentive programs, third-party fundraisers or recognition events.
 - Non-education based school fundraisers. School requests will only be considered if the fundraiser directly supports educational programs.
 - Events that are being held for individuals, performance groups or sports teams.
- Processing:

1. Eligible requests will be reviewed on the first of the month, in the month prior to the date of the event. Please refer to the chart above to ensure that your donation request is received on time for review.
2. Donations will be processed and sent by mail at least two weeks prior to the event date to the address provided. Those that meet the qualifications and are approved will receive a complimentary Family Membership certificate valued at \$104. Please be aware that donations made by the Seneca Park Zoo Society do not include individual "day passes"/admission tickets.
3. Donations cannot be transferred for other goods or services and are subject to change based on current Zoo policies at the time of redemption. The Zoo is not responsible for lost or stolen donations.
4. We have a set quota for each month. Once the quota is met, no other donations will be processed.

Due to the volume of requests we receive, we are not able to respond to each requesting organization. To check on the status of your request, please call Ashley Burek, Membership Coordinator, at 585.336.7219, 9 a.m. to 4:30 p.m. Monday – Thursday.