



Prairie Band Casino & Resort Donation Guidelines

- All requests need to be in writing, addressed to the Prairie Band Casino & Resort, and include a Prairie Band Casino & Resort Charitable Sponsorship Request Form
- Requests should include a detailed description of why and how the donation will be used.
- Requests should also include a budget justification or cost disclosure.
- Organizations located on reservations should include a letter of support from their local Tribal Council.
- If not a tribal government or a 501 (c) (3), a reliable fiscal agent is required.
- If further information is required you will be contacted.
- Requests are reviewed on a monthly cycle. Requests received in one month will be reviewed at the beginning of the following month.
- The review process can take up to a month or more on larger requests.
- Preference is given to requests from Prairie Band Potawatomi Nation.
- For further information please call Mary Albee at 785-966-7737.

Please submit requests to:
Prairie Band Casino & Resort Donations
12305 150th
Mayetta, KS 66509

The Prairie Band Casino Charitable Contribution Committee will not consider the following types of requests:

- Organizations that are requesting support for children: Schools, PTO, School Fundraising (due to responsible gaming and the marketing to underage individuals)
- Beauty contest, modeling, talent, or beautiful baby contest sponsorship
- Racing sponsorship of any kind
- Poker Runs or "Casino Nights"
- Music festival or other entertainment venue sponsorship
- Rodeo sponsorship
- People to People Ambassador sponsorship, foreign travel, or any other individual sponsorship
- Newsletters with donation envelopes attached
- Mass generated requests
- Second or third party requests
- Start-up costs or payroll
- Fundraising through the sale of advertisements
- Requests needed in less than two weeks

Prairie Band Casino & Resort Charitable Sponsorship Request Form

Prairie Band Casino is committed to help make our local communities a better place to live and work, and to be driving force for growth and improvement. The Charitable Contributions Committee will assist programs that have a positive impact in the communities in which we live. Prairie Band Casino will focus its human and financial resources on programs that have a wide impact and help the financially challenged or the elderly.

Please complete the following information and return it to: Mary Albee via fax (785) 966-7702, or mail to 12305 150th Road, Mayetta, KS 66509. You should expect a response within thirty (30) days of receiving your request. If you have questions, contact Mary (785) 966-7737. Thank you.

Organization _____

Event Name _____

Address _____

Contact Name _____ **Phone #** _____ **Fax #** _____

Tax ID Number _____

Date of Event _____ **Location (city) of Event** _____

Location of Event (building or area) _____

Number of attendees expected _____

Deadlines (what/when) _____

Number of clients (or people helped directly) in northeast Kansas _____

Benefits to persons/community _____

Your specific request

Benefits to Prairie Band Casino & Resort as a sponsor (Please include any media opportunities)
