



## Donation & Sponsorship Guidelines

Ho-Chunk Gaming (HCG) is proud to support non-profit organizations & charitable fundraisers in Wisconsin. The Ho-Chunk Nation, which owns and operates HCG facilities in Wisconsin, has donated millions of dollars to non-profit and community organizations. Please be aware that we attempt to fulfill as many requests as possible and cannot guarantee that every donation request will be met. Please review the guidelines before submitting a Donation & Sponsorship Application.

### Guidelines

1. Applications or a letter of request for monetary sponsorships must be received **60 days prior** to the event to be considered. Applications for raffle items must be received **30 days prior** to the event to be considered.
2. **All requests must include a completed Donations & Sponsorship Application** which may be picked up At the Rewards Club Booth, e-mailed to organizations or found online at [www.ho-chunggaming.com/wittenberg/](http://www.ho-chunggaming.com/wittenberg/) or a **letter of request** with the legal name of organization, mailing address, phone number, contact person, Federal taxpayers ID number, type of request and amount, when donation is needed, date of event, event name, Web site, anticipated number of guests attending event and advertisement planned for event and how Ho-Chunk Gaming will be recognized.
3. Ho-Chunk Gaming charitable giving program cycle is based on our fiscal year (**July 1 – June 30**). Each local charitable organization may submit only **(1)** one request per fiscal year.
4. Ho-Chunk Gaming has established a **statewide-only** policy for donations with priority to the region within 150 miles of the nearest HCG Casino.
5. Organizations receiving donations/sponsorships from HCG acknowledge that the funds are generated from gaming dollars. Organizations hereby authorize Ho-Chunk Gaming to use their name in advertising and publicity.
6. **Sports teams/Recreational teams** are not considered to be a charitable organization and cannot be sponsored by HCG Public Relations, however, in certain cases, the HCG Advertising division may use a sponsorship for Casino Advertising. Sports/Recreational teams should contact send a completed sponsorship proposal to the nearest HCG Advertising department.

### Limitations/Restrictions

1. Political organizations, parties or candidates and Churches or Religious organizations will not be considered.
2. Grants, sponsorships, or donations to a sole person will not be supported, HCG will only support organizations that help a multitude of people (no Benefit fundraisers).
3. Budgeted Ho-Chunk Nation departments will not be considered, they should use their budget to purchase items they need. HCN departments may request to purchase gift certificates or promotional items for their use in which case they will need to supply a line item with the Director's approval.
4. Requests from exclusionary membership organizations that discriminate by race, color, creed, gender, or national origin will not be supported.

### Pickup

Donation vouchers will be mailed. Larger donations including raffle baskets will need to be picked up at the Rewards Club Booth at: N7198 US HWY 45, Wittenberg, Wisconsin 54499. **All donations not claimed after 7 days will be returned back to inventory.**

Requests may be submitted via mail, email, in-person or by fax to: Ho-Chunk Gaming Wittenberg – Attention: Senior Public Relations Manager – N7198 US HWY 45, Wittenberg, Wisconsin 54499. Fax: (715) 253-3291.

Revised 3/12/18



Donation & Sponsorship Application

Organization should review the Ho-Chunk Gaming Donation and Sponsorship Guidelines before submitting an application.

Date of Request \_\_\_\_\_ (incomplete applications will not be considered)

Type of Request: (Requests must be made 60 days in advance of an event to be considered)

- Monetary (amount) \_\_\_\_\_
Sponsorship (amount) \_\_\_\_\_
Promotional items i.e. shirts, pens...
Redemption Slips or Vouchers for dining or Free/Rewards Play
Gift Certificates
Dice Qty \_\_\_\_\_
Playing cards Qty: \_\_\_\_\_
(For quantities greater than 100, use this form)

Organizations receiving donations/sponsorships from Ho-Chunk Gaming facilities acknowledge that the funds are generated from gaming dollars. Organizations hereby authorize Ho-Chunk Gaming to use their name in advertising, and publicity surrounding Ho-Chunk Gaming and the Ho-Chunk Nation. Initial: \_\_\_\_\_

Request needed by \_\_\_\_\_

Organization Name \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Person and Title \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

Which of the following categorizes best describe your organization:

- Non-Profit Not for Profit For Profit Individual
HCN OOP HCN Dept. of Bus. HCN Department: \_\_\_\_\_
(Name of Department)

Charitable organization Federal Tax I. D. number: \_\_\_\_\_

What is the target audience for the event? E.g. adults, kids, golfers, walkers, skiers.....
\_\_\_\_\_

Event Name: \_\_\_\_\_

Is this a first time event: No Yes If No, what was your last year's attendance: \_\_\_\_\_

## Ho-Chunk Gaming Donation & Sponsorship Application – continued

Organization Name: \_\_\_\_\_

A brief history of the organization and its goals (brochure or other official document preferred)

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Detailed description of how the donation will be used

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How will this event/program impact the community and your organization, including how many people the donation will affect?

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What type of advertisement will Ho-Chunk Gaming receive from this event/program?

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What media will be used for the event? (List names of companies advertising with)

- TV stations \_\_\_\_\_
- Newspaper \_\_\_\_\_
- Radio \_\_\_\_\_
- Magazine \_\_\_\_\_
- Website \_\_\_\_\_
- E-mail       Billboard       Other: \_\_\_\_\_

Has your organization requested and/or received donations from any of the following:

Ho-Chunk Gaming properties: Ho-Chunk Gaming Nekoosa, Ho-Chunk Gaming Black River Falls, Ho-Chunk Gaming Wittenberg, Ho-Chunk Gaming Madison, Ho-Chunk Gaming Wisconsin Dells, or the Ho-Chunk Nation Community Relations Committee in Black River Falls within the past 12 months

No  Yes If yes, which organization: \_\_\_\_\_ Date donation was received: \_\_\_\_\_  
What was donated: \_\_\_\_\_

Names of other sponsors/donors & amounts donated

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Please return completed application with literature or publicity materials for the event to:

**Ho-Chunk Gaming Wittenberg**  
**N7198 US Hwy 45**  
**Wittenberg, WI 54499**  
**(715) 253-4400 Ext. 3152**  
**Email: HCGW.Marketing@Ho-Chunk.com**