

Thank you for contacting Union Station Kansas City and for extending an invitation to participate in your future fundraising event. Currently, our in-kind donation program focuses on providing support to registered non-profit organizations with 501©(3) status within Kansas and Missouri once a year. If you are a registered non- profit organization with 501©(3) status, please provide the following to be able to consider your request:

- \*Official request for donation on your organization's letterhead/logo
- \*Include information about your event & when it will take place
- \*Name of contact person for the event, along with address & phone number
- \*Include your 501©(3) Tax ID number or attach your IRS Determination Letter showing your organization is a registered 501©(3) non profit

You may email your request to [mshifley@unionstation.org](mailto:mshifley@unionstation.org) or send by mail to Union Station Kansas City, Attn: Donations, 30 W. Pershing Rd. Ste 400, Kansas City, MO 64108

**As you can imagine, we receive numerous requests on a daily basis. Donation requests must be received at least 6 weeks prior to your event. If we are able to fulfill your request, a donation of passes to our attractions will be sent 2 weeks prior to your event. No phone inquiries please.**