



Policy

Title: Donation of passes

Effective Date: 1/1/2008

Objective:

Pass donations are used by qualifying non-profit charitable organizations, as designated by the IRS as a 501 C organization, for fundraising purposes only.

Procedure:

- A letter of request is sent at least one month in advance of the event to:
The Roaring Fork Transportation Authority
Att: Finance Department
0766 Industry Way
Carbondale, Co. 81623 Fax: 970-384-4943

- Included in letter of request:
Organization name, address, phone, e-mail and contact person,
event details, location, purpose, who will benefit from the proceeds,
copy of organizations 501 (c) (3) status letter from IRS, and
quantity requested (at least one but not more than 10 of the 20 punch passes)

- Processing letter of request:
 - 1) Accounting Supervisor reviews letter and required attachments
 - 2) Request is approved:
contact person will be notified by the Accounting Supervisor and passes are mailed to the contact person (at least one but not more than 10 of the 20 punch passes)
 - 3) If the request should be denied the contact person will be notified by the Accounting Supervisor the reason for the denial