



### **AT&T Byron Nelson Ticket Donation Policy**

The AT&T Byron Nelson is dedicated to the Momentous Institute and its education and mental health programs designed to build and repair kids' social emotional health. However, we do budget each year an allotment of event tickets to assist with other community fundraisers.

Due to the large number of requests, these guidelines must be followed to be considered for a ticket donation:

- Requesting organization or school must be located within the D/FW area.
- All organizations must have a current 501(C)(3) status and include federal tax ID number.
- All letters must be on official organization letterhead. Computer generated flyers, e-mail and invitations are not formal letters and therefore are not considered proper request procedures for a donation, but may be attached to the donation form.
- The donation form must contain the date of the event, organization's tax ID number, address and phone number, the contact person's name, email address, the type of fundraiser and in what capacity will the tickets be utilized.
- Requests must be received at least forty-five (45) days prior to the event. Due to the number of requests, we are unable to fulfill any requests not made in this time frame.
- We do not donate through a second or third party request. Donations are given directly to the benefiting organization.
- Only one request from an organization or school can be submitted each calendar year.
- Request is limited to four (4) daily grounds tickets to the tournament. Ticket donations will be allocated on a "first come, first serve" basis.

Byron Nelson tournament officials evaluate each request in the context of the Salesmanship Club of Dallas's focus areas, geographic relevance and available budget. All incomplete request letters will be returned to the originating organization to be reconsidered upon completion for the next donation review cycle.

**Once the above steps have been taken, please email the request letter to [sales@salesmanshipclub.org](mailto:sales@salesmanshipclub.org).**