

ALASKA

RAILROAD

Denali Business Railcar Policy Civic and Charitable Donation Procedures

revised May 1, 2012; updated January 2016

The Alaska Railroad Corporation (ARRC) will adhere to the following principles and guidelines when donating use of the *Denali Business Railcar (Denali Car)*.

1. Purpose

The Alaska Railroad Corporation's *Denali Business Railcar Policy* provides prospective contribution recipients with application guidelines and procedures.

2. Where We Fund

ARRC donations are awarded to nonprofit groups throughout Alaska with an emphasis placed on organizations in communities located along the railbelt.

3. What We Fund

ARRC donations focus on organizations that enhance educational opportunities, community quality of life and economic health. ARRC has a special interest in increasing learning, civic participation and professional growth opportunities for Alaska youth.

4. What We Do Not Fund / Support

- Political or religious organizations, activities, or causes
- Endowments
- Operating budgets (i.e., salaries, daily expenses)
- Annual or automatic renewal grants
- Beauty pageants or participants
- Sports teams, programs and sporting events. Exception: An ARRC employee or employee team may be supported upon approval of the ARRC Vice President of Corporate Affairs.
- Gifts to individuals or organizations for the benefit of a single individual or family
- Travel expenses of groups or individuals
- Requests from organizations that discriminate or restrict participation based on race, creed, color, culture, religion, gender or national origin
- School requests outside of our school business partnerships with the exception of certain in-kind donations (i.e., in-kind donations to Parent Teacher Associations / Volunteer Organizations for capital improvements and/or programs outside regular school curricula)
- Programs that unnecessarily duplicate services already provided in the community or for purposes that could be addressed through existing agencies
- Organizations based outside of Alaska



5. Donation Stipulations

It is ARRC's policy to donate the use of the *Denali Car* subject to the following stipulations:

- The *Denali Car* will be donated to 501(c)(3) charitable organizations annually for fundraising efforts. Organizations must have the ability to raise a minimum of \$7,000.
- The *Denali Car* will be donated to three 501(c)(3) charitable organizations annually for business use (i.e., board meetings, team building, stakeholder outreach, strategic planning etc.)
- *Denali Car* donations may be rotated annually for greater access by a variety of charitable organizations
- For 501(c)(6) organizations and charitable organizations that are not awarded a donation, the *Denali Car* will be available at a discounted rate. All non-profit organizations must meet ARRC's criteria for where and what we fund (see sections #2 and #3).
- Catering services are not included as part of the donation. If the successful bidder requires catering services aboard the *Denali Car*, the Alaska Railroad's contracted caterer must be contracted to cater the event. The successful bidder may elect to bring their own food and beverages onboard the *Denali Car*.
- The donation of the *Denali Car* must be used during the year designated on the certificate. No extensions.
- The *Denali Car* will be scheduled from May through September on the *Coastal Classic* train, traveling daily between Anchorage and Seward.

6. Donation Priority

Higher priority will be given to charitable organizations that can exceed ARRC's required fundraising expectation of \$7,000. Higher priority will also be given to those charitable organizations that use the *Denali Car* to build capacity or leverage additional funding and support through the donation. Examples include:

- Challenge Grants (i.e. *Denali Car* supports efforts to increase membership by a certain number or percentage).
- Collaborative efforts (i.e. 2+ organizations unite on a project to avoid duplication and promote sustainability).
- Auctions and Raffles

7. Procedures

The *Denali Car* policy includes separate procedures for the following donation categories:

- Charitable organizations – 501 (c) (3)
- Civic organizations – 501 (c) (6)

7.01 Charitable Organizations – 501 (c) (3):

Charitable donations of the *Denali Car* are determined by ARRC's Corporate Affairs Department throughout the year. The Alaska Railroad will issue a donation certificate to the charitable recipients.

7.01.a How to Apply:

Charitable organizations interested in requesting a donation should complete a *Denali Car Contribution Request Form*, available online at the Alaska Railroad's company web site – <http://www.AlaskaRailroad.com> > ABOUT US > In the Community > Charitable Giving

Request forms, inquiries and correspondence should be addressed to:

Alaska Railroad Corporation • Corporate Affairs Department
P.O. Box 107500 • Anchorage, AK 99510-7500
Fax: (907) 265-2443 • Email: HallL@akrr.com

7.01.b Reporting:

Charitable organizations **are required** to complete a donation report form and return it to ARRC within 30 days after the event or project. Once the report is received, the Alaska Railroad will provide instructions to the recipient regarding use and scheduling of the car, catering and other pertinent information. **Charities failing to report will not be considered for future donations.** The report form is available online at www.AlaskaRailroad.com > ABOUT US > In the Community > Charitable Giving

The reporting requirement requests the following information:

- Organization name and mission
- Event or project name, date and purpose
- Donation recipient and contact information
- Donation value (amount raised for the organization)
- How ARRC was recognized for the donation

7.01.c Charter Rate for Charitable Organizations:

The *Denali Car* can be chartered at a discounted rate by charitable organizations that are not awarded a donation through the application process and that meet ARRC's donation guidelines. A 30% discount will be applied to the charter rate.

7.02 Civic Organizations – 501 (c) (6):

Denali Car use by civic organizations will be determined by ARRC's Corporate Affairs Department throughout the year. The reduced rate will be offered only to organizations that meet ARRC's donation guidelines.

7.02.a How to Apply:

Civic organizations interested in chartering the *Denali Car* at a reduced rate must submit a request in writing to include the proposed event date, event purpose and general information about the organization and its mission.

7.02.b Where to Submit 501(c)(3) Donation Requests:

Donation correspondence must be submitted to:

- Alaska Railroad Corporation • Corporate Affairs Department
P.O. Box 107500 • Anchorage, AK 99510-7500
- Email: LindskoogW@akrr.com

7.02.c Charter Rate for Civic Organizations (501-c-6) and Other Non-Profits:

A 30% discount will be applied to the charter rate.

8. Marketing and Promotion

ARRC will provide charitable organizations that are granted the *Denali Car* with marketing materials necessary to promote the donation at auctions and other events. These include:

- Display Board featuring Denali Car photos
- Photos
- Brochure

9. General Car Description

The *Denali Car* includes dining seating for up to 16 people, sitting area for up to 16 people, an outdoor viewing platform, bathroom, bedroom and service galley.

10. Commercial Charters

The *Denali Car* will be available for charter to the general public when not being used for charitable purposes. Rates and scheduling information are available through ARRC's Marketing & Customer Service Department at (907) 265-2447 or email Charters@akrr.com.

