



# REGISTRATION INFORMATION

**The following terms and conditions will apply to those charitable organizations meeting all of the eligibility requirements.**

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The Greenbrier's DREAM TREE FOR KIDS program policies:

## ***ELIGIBILITY / PAPERWORK:***

- Charitable organization must submit the following (5) documents:
  - Registration Form (page 2 of this packet)
  - Letter of intent on the organization's official letterhead
  - A copy of the letter from IRS that formally verifies your Federal Tax ID (EIN) Number
  - A copy of your organization's IRS determination letter, which you received when you were accepted as a 501(c)(3) tax-exempt entity
  - Completed Part IV of Form 8283
- Participation packet must be **postmarked by Friday, September 5, 2025** in order to be included for consideration in the 2025 distribution. Please send ALL (5) of the above listed documents to the following address:  
The Greenbrier Resort  
Attn: Swimming Pools, Amanda Aldridge  
101 Main Street, West  
White Sulphur Springs, WV 24986
- Upon receipt of your application, an e-mail will be sent to the e-mail address listed on the registration form to verify we have received your registration. If you do not receive an e-mail, please e-mail [dreamtreeforkids@gmail.com](mailto:dreamtreeforkids@gmail.com) for a status update.
- Prior to **5:00pm on Friday October 3, 2025** you will receive an e-mail stating the number of gifts your organization has been selected to receive.

## ***VOLUNTEER HOURS:***

- This year all organizations requesting gifts will be unwrapped, except for 5 groups that will make up the Dream Tree itself.
- There will be no volunteer hours required this year.



# REGISTRATION FORM

To register, please return the signed registration information form along with additional requested materials.

## DISTRIBUTION:

- Gifts will be distributed on **Thursday, December 11, 2025**. Please indicate **ALL** the times you are available for gift pick-up below:
  - \_\_\_ 9:00am
  - \_\_\_ 10:00am
  - \_\_\_ 11:00am
  - \_\_\_ 12:00pm
  - \_\_\_ 1:00pm
  - \_\_\_ 2:00pm
  - \_\_\_ 3:00pm
- Additional information (i.e. vehicle size & pick-up contact name / cell phone number) will be required to be submitted by the organization prior to distribution.

## GIFT REQUEST:

- The organization is requesting the following number of toys for the 2025 Holiday Season:

	MALE	FEMALE
Infant (0 – 2 year)		
Toddler (3 years – 4 years)		
Child (5 years – 7 years)		
Pre-Teen (8 years – 12 years)		
Teen (13 years – 15 years)		

**\*The Greenbrier cannot guarantee the exact fulfillment of your above requests\***

- Does your organization seek donations from other sources to assist with its Holiday Project:  
☐ Yes, we seek donations from other sources    ☐ No, the Dream Tree is the only project we receive gifts from

## MISCELLANEOUS:

- Charitable organizations will not use The Greenbrier logos, images or name without written approval from The Greenbrier.
- All gifts will be **unwrapped** this year

## CONTACT INFORMATION & AUTHORIZATION:

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

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

I, the undersigned representative of \_\_\_\_\_ have read and understand the terms, conditions and policies for The Greenbrier's DREAM TREE FOR KIDS program as described in this document and hereby agree to them. The information supplied in the application form and in this participation confirmation form is true and affirms the tax information to be correct and current.

Authorized Signature

Print Name

Date Signed