



Omaha's Henry Doorly Zoo and Aquarium, a non-profit organization, prides itself on its contributions to the surrounding communities. In an effort to give back, Omaha's Zoo and Aquarium is willing to consider requests from the local community. However, multiple philanthropic commitments and limited charitable resources make it impossible for Omaha's Zoo and Aquarium to satisfy all requests for assistance.

### **Special Pass Memberships**

Special Pass memberships are provided to non-profit agencies meeting Omaha's Zoo and Aquarium criteria. To be eligible for a Special Pass membership your organization must meet the following standards:

- Organization or facility is located in the state of Nebraska or Iowa and
- Organization or facility is a 501(c3) with a Federal nonprofit ID number and
- Organization or facility deals with special needs patients of elderly or low income status and/or
- Organization or facility is community affiliated and works directly with children

Requests for a Special Pass membership or account renewal must be made prior to the date of your first visit for the year. Once received, please allow up to ONE MONTH for your application to be processed.

**You WILL NOT be a recipient of the benefits of a Special Pass membership until you have been notified that your account has been created or renewed for the current year and you have received your Special Pass card.**

If an organization is new to the program or requesting a replacement Special Pass card, these cards will be mailed to organizations only (not to solicitor's homes).

If you meet these above guidelines, please complete and submit the following items:

- Special Pass Membership Application and Renewal Form
- Organization's IRS Determination Letter
- Formal written request on company letterhead explaining how your organization will use the card

Please send completed application and required forms by mail or email to:

Omaha's Henry Doorly Zoo and Aquarium  
Attn: Special Pass Department  
3701 S. 10<sup>th</sup> Street  
Omaha, NE 68107

Email: [specialpasses@omahazoo.com](mailto:specialpasses@omahazoo.com)

**DO NOT FAX – The number 402-738-2083  
has been disconnected as of July 2017.**

Please note applications which do not meet the above guidelines will receive no response. ALL Special Pass cards expire on December 31 of the issued year; no extensions can be granted. Renewal applications are sent out beginning in December. Please keep your card so that it may be renewed annually.

Special Pass membership cards have no cash value and may only be used for general admission into Omaha's Henry Doorly Zoo and Aquarium. Special Pass cardholders **do not** receive discounts on food purchases, ride tickets or any other Zoo attractions or experiences including the Lozier Giant Screen Theater or Wildlife Safari Park. Please visit [www.omahazoo.com](http://www.omahazoo.com) for Lozier Giant Screen Theater information. Please call (402) 944-WILD for Wildlife Safari Park information.



### **Program Card Types and Guidelines**

In the Special Pass Membership Program, there are two types of membership cards: Special Pass 1 and Special Pass 2. These cards each bare different benefits based on the needs of each organization.

- **Special Pass Type 1**
  - This card is meant for organization-lead field trips to the Zoo.
  - Your clients get in free and the staff members cost is \$7/person.
  - Staff attendance is required.
    - A ratio of 1 staff member for every 10 clients MUST be met
    - Additional staff may attend at the continued rate of \$7/person
      - ***If you do not have paid staff but use a volunteer as a chaperone for your group, they will be subject to the \$7 fee.***
- **Special Pass Type 2**
  - This card is meant for client family trips to the Zoo.
  - The organization lends the card to a client's family to enjoy a Zoo visit; Staff attendance is not required.
  - The family (2 adults and up to 6 children) receives free admission to the Zoo for the day.
    - Only one family can use the card per day.
    - *Please note, Special Pass cards are NOT for employee or personal use.*

ALL Special Pass memberships have similar key guidelines that need to be followed. These guidelines include:

- **Pass must accompany group on each visit. If you do not have your pass, you will NOT be a recipient of the benefits of the Special Pass Membership Program.**
- You DO NOT need to make a formal reservation for your trip. As long as you have your pass AND it is active for the current year, you may visit the Zoo any time.
- Group must all check-in at Guest Services at the same time with the Special Pass card present.
- Passes are not valid for individual employee personal use.
- Special Pass cardholders **do not** receive discounts on food purchases, ride tickets or any other Zoo attractions or experiences including the Lozier Giant Screen Theater or Wildlife Safari Park.
  - Please visit [www.omahazoo.com](http://www.omahazoo.com) for Lozier Giant Screen Theater information.
  - Please call (402) 944-WILD for Wildlife Safari Park information.

**Your Special Pass Membership and card are free.** The only costs associated are with a Special Pass 1 card and paying the discounted rate of \$7/staff member. When filling out your Special Pass Membership Application and Renewal Form, please indicate what type of card best benefits your organization and your plans to use the membership for client visits to Omaha's Zoo and Aquarium.

All special passes will have the expiration date of December 31 of their issued year. It is the responsibility of the organization to send in a renewal application at the beginning of each year to make sure their organization continues to receive the benefits of the program. Renewal applications are sent out beginning in December. Please keep your card so that it may be renewed annually.

Please keep in mind that Omaha's Zoo and Aquarium is also a nonprofit organization and therefore, has a limited number of Special Passes available. Omaha's Zoo and Aquarium reserves the right to deny requests and revoke program membership if benefits are misused. We will not donate to any politically affiliated organizations.

If you have any additional questions, please contact the **Special Pass Department** at (402) 733-8401.



**SPECIAL PASS MEMBERSHIP APPLICATION AND RENEWAL FORM:**

**Please write legibly or type all information.**

**Organization Information:**

Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address (line 2): \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Tax ID Number: \_\_\_\_\_

*(Please include your IRS Determination Letter with application submission.)*

**Special Pass Information:**

Will your staff accompany your clients on their trips to the Zoo?

- Yes**, per the requirement of a Special Pass Type 1, we will have *1 staff member accompany every 10 clients* we bring to the Zoo and pay the \$7/staff fee assessed.
- No**, per our request for a Special Pass Type 2, we will NOT have staff accompany our client families on their private trips to the Zoo.
- Other**, please explain: \_\_\_\_\_

Does your organization currently have a Special Pass from Omaha's Zoo and Aquarium?

- Yes**, the barcode number on the back of our pass is \_\_\_\_\_  
*\*If your organization has been issued multiple cards, please list all card numbers and associated locations in your attached formal letter.*
- No**, we have lost our card and need a replacement.
- No**, we are new to this program.

Written Request: **Attach a formal written request on company letterhead. If account is new, please indicate which type of Special Pass card most benefits your organization.**

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Account Holder Contact Information (Please print legibly):**

Contact Name: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Contact Fax Number: \_\_\_\_\_

*By signing below, you acknowledge that, on behalf of your organization, you will adhere to the above-mentioned guidelines and requirements in order to sustain a membership in Omaha's Henry Doorly Zoo and Aquarium's Special Pass Membership Program. Any instance of mistreatment and/or abuse of the program's benefits will result in the immediate cancellation of your organization's membership.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send completed application and required forms by mail or email to:**

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 Attn: Special Pass Department  
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