



Guidelines for Donations and Contributions

IKEA is proud to be a member of the greater Houston community. As such, we try to contribute to the community as a whole. There will be times when we must decline a request, but please feel free to resubmit your offer for future consideration. Here are basic guidelines you need to follow for our consideration of your cause:

- A request must be submitted in writing on the letterhead of your organization. Please include background information such as where you are located, how big you are, and how long you have been serving the community. Also, specify what the organization does, what the goals and objectives are, and what the donation contributes to.
- The goal of fund-raising and which item(s) is requested for donation. Please specify if you would like to have money, IKEA products or IKEA gift certificates.
- The date of the event or if it takes place all year round.
- Please specify if you are a 501(c)(3) organization, the organization's non-profit or tax id number and include a copy of your IRS form, which states this information. We have been asked by the IRS to collect these forms and have decided to not look at any donation requests, which do not include one.
- Outline your fund-raising methods. Do you solicit through telemarketing? How much of the funds go to administration costs?

IKEA Houston **ONLY** reviews requests for donations three times a year: **January 31st , May 31st and September 30th**. Requests received will be held until the next review period.

Please address inquiries to:

IKEA Houston
7810 Katy Freeway
Houston, TX 77024
ATTN: Donation Request

Our goal is to review and respond to each applicant within three weeks after the deadline period. **Please do not call to check on the status of your application. Due to call volume donation calls cannot be returned.**

If your request is granted, IKEA will arrange with your representative for a time to pick up the donation at the store. At that time we will require a letter of acknowledgment (i.e., receipt) on letterhead. IKEA reserves the rights to the use of its name, logo, and word mark. We also require final editing rights on all literature associated with IKEA.

Please keep these guidelines for future reference.