

Volunteer Support Request

- 1** Before you apply, please see our Volunteer Support Policy to assess your suitability
- 2** Attach your logo and up to 5 images for our internal use with this form
- 3** Submit your completed form and images to volunteersupport@IKEA.com for consideration

Name of your organisation

Address

Contact Name

Contact Number

State

Postcode

Area code

Phone number

Brief description of your organisation

Brief description of the project that volunteers are required for

Brief description of the outcome - how this activity will help your organisation

Date(s) volunteers are required
(Please allow at least **one month's** notice)

Start and finish times

Number of volunteers required

Special requirements

Minimum

Maximum

E.g.: Working with Children Certification

Does your organisation hold public liability insurance (required)?

Yes No

Do our co-workers need to bring anything with them? If yes, what?

Please submit a copy of your policy with this form.

Will this activity be supervised by a representative from your organisation?

Yes No

Our Volunteer Support Policy

Globally, IKEA is dedicated to supporting organisations whose efforts are focused on helping children achieve their fullest potential through learning and development.

We are also committed to helping local organizations that are dedicated to sustainability and environmental issues to promote comfortable, happy, safe and sustainable homes for as many people as possible.

If you wish to apply for volunteer support, please consider the following requirements:

- We are looking for non-profit organisations local to our stores whose primary focus is either the support and development of children, providing housing and shelter for people in need, protection of natural resources, or rebuilding homes following Australian environmental emergencies such as floods, bushfires and cyclones
- That the activity has a local impact, is held onsite at your location ideally close to our stores to allow ease of access for IKEA co-workers
- That the activity is safe and supervised for the full duration by a representative from your organisation
- We require that you hold current Public Liability insurance (copy required)
- Does not involve unsupervised contact with children, or require any 'working with children' certification
- We cannot guarantee the minimum number of

volunteers requested, our co-workers have access to one community volunteer day a year, this is not mandatory

- We require at least one month's notice before the activity

Please note that we are unable to support:

- For-profit organizations
- Direct fundraising (tin shaking/ribbon sales)
- Organisations with a political or religious affiliation
- Sports teams and leagues, or sponsoring sporting, art or entertainment events
- Individual requests that benefit one person
- Organisations who are not open to all members of the community

In addition, IKEA co-workers are not permitted to undertake activities which may put their safety at risk. The risk of an activity will be determined by an IKEA representative.

While we will endeavour to support every request, we do receive a large number of proposals for help and will not be able to accommodate all of them. This is primarily a request for volunteer support not a request for the donation of IKEA products.

If you meet these above criteria please complete and submit this form to volunteersupport@IKEA.com.