

# Memphis Operations

## Employee and Community In-Kind Donation Request Procedure and Guidelines

International Paper's Memphis operational headquarters is proud to support the Memphis community with donations through the International Paper Foundation and a small local budget. Supporting the communities where IP employees live and work is an important part of the company's vision.

Donations through IP's Memphis operation are aligned with the International Paper Foundation's well defined targeted areas of support. General information and funding guidelines are available on the Foundation's website, [www.ipgiving.com](http://www.ipgiving.com).

While Memphis facility giving closely mirrors the Foundation's areas of support, local community and employee donation requests are more restrictive due to limited funding, and intended to complement, not replace, the efforts of the IP Foundation.

The following are guidelines related to community and employee contribution requests specific to Memphis. Please note: the opportunity to support a specific program vs. a one-time event will hold a higher priority.

- Requests must be submitted in writing on the official donation request form (last page of this document).
- Organizations requesting an in-kind donation must be an approved 501(c) 3 nonprofit.
- Support must benefit an organization within a 20-mile area of Memphis.
- Requests to assist with education, literacy, or environmental initiatives (particularly for the youth) will hold a higher priority.

### The following will not be considered:

- Cash donations
- In-kind donations to organizations that discriminate on the basis of race, creed, gender or national origin
- Local school/team trips (sports, mission, etc.)
- Advertisements in local school publications/programs
- Donations to programs promoting a religious doctrine, and political, fraternal, veterans or labor organizations
- Requests for in-kind donations to assist a service organization raise funds for profit purposes
- In-kind donations to organizations/programs that are considered to be controversial in nature

### Review and Award Process

A written request must be submitted on the official request form and returned to the address listed on the form. After review, if your request is accepted you will be contacted. All requests that are not approved will receive a written response (letter of declination).

### Publicity

IP will publish information about organizations who receive funding/donations in its internal communication tools. Local press releases may also be issued, with approval of the mentioned organization. International Paper appreciates any organization recognizing its support. If you have questions about IP's name or logo use, please contact the IP Foundation at [www.ipgiving.com](http://www.ipgiving.com).

**This form is for request for local in-kind donations from International Paper. For a grant application, please visit, [www.ipgiving.com](http://www.ipgiving.com) or call 1-800-236-1996**

1. Requests must be received in writing on this specific document; requests not received on this document will not be considered
2. Requests must be received by International Paper a **minimum of 45 days** prior to the need.
3. Requests must either be received via the U.S. Postal Service, fax or e-mail to the contact listed below. No phone calls, please.
4. Organizations requesting an in-kind donation must be an approved 501(c) 3 nonprofit.
5. An International Paper committee will review requests every two to three weeks. If your request is granted, we will notify you via a telephone call or U.S. mail.
6. A request for an IP Foundation donation must meet all Foundation guidelines and be submitted on an IP Foundation application form with all of the necessary documentation included. An application form can be found on the IP Giving Web site at [www.ipgiving.com](http://www.ipgiving.com).

**For consideration, fill out the following information:**

Organization name: \_\_\_\_\_

Organization address: \_\_\_\_\_

Organization phone number: \_\_\_\_\_

Organization contact: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Web site and e-mail addresses: \_\_\_\_\_

501(c) 3 number: \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

Request deadline: \_\_\_\_\_

Have you received funding/support from International Paper in the past Y or N? If so, what did you receive and when did you receive it? \_\_\_\_\_

\_\_\_\_\_

This written request form must be submitted to:

International Paper  
c/o Communications, Amanda E. Morris  
6400 Poplar Ave., Tower III, 3rd floor  
Memphis, TN 38197  
901-419-4094 (fax)

*\*We do not accept phone solicitations*

