

## **Community Giving**

### **Auction Merchandise Request Policies:**

Rothman Furniture is happy to help charitable, civic and educational non-profit groups and their auction fund-raising efforts through donations whenever possible. Because our Community Relations department receives hundreds of requests every year, we ask you review and follow our guidelines so that we may better process all qualified applications.

Thank you for your cooperation!

### **Guidelines and Procedures:**

1. All requests must be made **IN WRITING** by the organization requesting a donation, at least 4-6 weeks in advance of your event. We are sorry that we are unable to accept or consider requests made by phone or e-mail.
2. Requests should include:
  - a. basic information about your charity/event
  - b. a contact name, address, phone number and email address
  - c. the specific date of your event
3. Requests must be received at least 4-6 weeks prior to your event. We regret that we cannot fill requests without sufficient advance notification.
4. Please send only ONE (1) request to:

**Rothman Furniture  
Attn: Community Relations  
2101 E. Terra, Box 10  
O' Fallon, MO 63366**

### **Other pertinent information:**

1. Donations may **ONLY** be made to legally recognized, non-profit, charitable 501 © (3) organizations and schools.
2. We are unable to donate to either individuals or for-profit companies – including, but not limited to – employee appreciation days or holiday events.
3. Due to overwhelming demands, we must limit our donations to organizations in the metropolitan areas of St. Louis, St. Louis County, St. Charles and surrounding counties, and southern Illinois.
4. We are unable to make monetary donations to support events. This includes the purchase of program ads or banquet tables.
5. We regret that we are unable to contribute merchandise to individuals. All requests for furniture donations can only be considered through recognized social service and non-profit organizations. We advise anyone in need to contact an appropriate social service agency in your area.
6. Every attempt will be made to fill requests on a timely basis.
7. Due to the large volume of merchandise donation requests, Rothman Furniture is unable to deliver donated auction items. All approved donations can be picked up at either our O' Fallon, Missouri Warehouse or at our O' Fallon, Illinois Warehouse. We are sorry that we are unable to offer donation pickup at our other Rothman Furniture locations.