



Donation Program Overview

Mattel®, the worldwide leader in the design, manufacture and marketing of toys will donate toys from its corporate facilities to the charitable sector through a coordinated program administered by Gifts In Kind International, the world's leading charity in product philanthropy. Mattel products will be contributed to a broad network of Section 501(c)(3) nonprofit organizations. The objective of this program is to improve the lives of children so that they grow up happy and healthy and become productive members in the global community.

Application Guidelines

Prior years' approval of a Mattel donation does not ensure approval for the current year. Organizations must re-apply each year for a toy donation in order to be considered.

The majority of Mattel's donation packages include assorted items for boys and girls. An assortment may consist of two to three different types of toys and/or books. Exact quantities and variety cannot be guaranteed. Although most of Mattel's donations have traditionally been made during the holiday season, organizations may now apply and receive toys and/or books throughout the year to support their on-going or non-holiday programs (based on availability of donated items from Mattel).

All qualified organizations may request toys up to two times per year for a maximum of 400 toys per calendar year. (For example, organizations can make two requests for 200 toys each or one annual request for 400 toys).

The deadline to submit this application for holiday toys is September 30. Due to the high volume of requests for holiday toys, exceptions cannot be made. Toys are only available **while supplies last.**

Requests for toys may be made by downloading the application at Mattel's Web site www.mattel.com or Gifts In Kind International's Web site www.giftsinkind.org/mattel/toydonation.asp. **All organizations must complete the application – no exceptions will be made. A letter to Mattel or Gifts In Kind requesting toys does not complete the application process.**

Please complete this application carefully. Incomplete applications cannot be considered.

Deliveries can be made only to street addresses (no P.O. Boxes, please). Special delivery arrangements cannot be made. Please include a shipping address where deliveries can be accepted during normal business hours Monday through Friday.

If the shipping address is different from the charity address, and the shipping address is not on file with Gifts In Kind International, include a letter on the charity's letterhead explaining why the shipping address is different, and stating that the products will not be going to any other organization.

Eligibility Guidelines

Mattel® products will be contributed to a broad network of Section 501(c)(3) charities that provide direct critical community support to children. Organizations qualified to receive product contributions must:

- ▶ Be registered with Gifts In Kind International, either through a Gifts In Kind® program affiliate or directly. Please contact Gifts In Kind for registration information at (703) 836-2121 or visit the Web site at www.giftsinkind.org/receive/registration/default.asp.
- ▶ Be located in the United States. Toys received may not be shipped outside of the U.S.
- ▶ Directly serve children in need. Priority is given to nonprofits who serve children ages 3-12.
- ▶ Use the products for its charitable purpose and not sell, trade, barter, or auction any of the goods donated. Donated products cannot be used as door prizes, raffles, party favors for the general public, nor sold at auctions or in thrift stores.
- ▶ Only distribute products in the local community.

The following organizations are not eligible for this program:

- Schools and Universities (including preschools);**
- Daycare and Childcare centers;**
- Fraternal and Social Clubs;**
- Political and Business Associations;**
- Religious Organizations;**
- Third-party and Fundraising Organizations (such as United Ways and Volunteer Centers);**
- Organizations holding toy drives (such as Toys for Tots or similar programs);**
- Requests for gift bag items;**
- Requests from Individuals or Families.**

Mattel, Inc. reserves the right to change and/or alter the Toy Donations Guidelines at any time and without prior notification.

It is important to note that products are given in "as is" condition with no warranties expressed or implied. We cannot guarantee specific items, styles, colors or quantities. By completing, signing and submitting this application your organization agrees to this condition.

Applicants will be notified in (email or letter or phone) of their status within 10 business days upon receipt of application and an approximate shipping date will be provided at that time.

Contact Gifts In Kind International for more information at (703) 836-2121 or via email mattel@giftsinkind.org.

Please complete information below and the following page:

1. **Organization's Program Area: Check your organization's primary program area (choose only one by indicating with a checkmark):**

- Support/services for children w/special needs
 Services for youth in abusive situations
 Recreational activities
 Foster care
 Economic hardships

2. **Age Group Your Program Covers** (if you are requesting 200 toys, choose only one, if you are requesting 400 toys, you may choose two indicate with a checkmark):

- 3-8 years
 8 + years
 All ages (3 to 8+)

(Limited selection for "8+" age group. If selecting "8+" or "all ages", contact mattel@giftsinkind.org or (703) 836-2121.)

3. **Gender Preference** (Toy assortments are grouped by age categories. Each request of 200 assorted items includes toys and/or books appropriate for boys and girls. Exact quantities for specific genders cannot be guaranteed in assorted shipments.)

- Girls
 Boys
 Boys and Girls
Number of Children Your Program Supports: _____

4. What is your organization's mission statement? _____

5. Describe the program/project this donation will support: _____



AmericanGirl

FisherPrice



Product Donation Program
Application to receive donations
January to December 2009

Please provide your GIKI Registration Number.

[Empty registration number box]

Table with 2 columns: REGISTERED CHARITY ADDRESS and SHIP TO ADDRESS. Rows include Legal Name, Street Address, City, State/Zip Code, Contact Person, Phone Number, Fax Number, and E-mail.

6. Select assorted toys below. Organizations may request toys up to two times per calendar year for a maximum of 400 toys per organization per calendar year. Assorted items consist of two to three types of toys and/or books, exact assortment cannot be guaranteed.

Table with 5 columns: Product Description, Average Retail Value, Shipping/Handling (per 200 toys), Quantity Requested - 200 or 400 items, Total Shipping/Handling. Includes row for Assorted Mattel Items and a TOTAL row.

Please check your method of payment & payment total below. Enclose payment with application: Check Payable to Gifts In Kind International.

Payment information fields including MasterCard, Visa, Am Express, Discover/Novus, Card #, Expiration Date, Signature, Enclosed Check, and Check Amount.

Gifts In Kind International (Gifts In Kind) facilitates the donation of products to nonprofit entities in need of such product that do not have the resources to acquire on their own. In requesting these donated products, Gifts In Kind is not the manufacturer or publisher of the donated products identified in this document nor is it in any way responsible for the ability of these products to function properly.

2009 Security Agreement section with a NOTE: an authorized representative of the requesting organization must sign this section. Includes 8 numbered conditions and signature fields for Executive and Title.

Send both pages of this completed application and payment for administrative fees to: Gifts In Kind International P.O. Box 18002 Merrifield, VA 22118-0002 Or Fax to (877) 798-3192 (Credit Card Payments Only.) Make Check Payable to Gifts In Kind International Contact Gifts In Kind International with questions (703) 836-2121 or mattel@giftsinkind.org