



Community Matters

Leaders is committed to giving back to local communities 5% of all In-Home Delivery fees collected. Our Community Matters program allows each retail team to choose where the donation goes to impact their local community.

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How Funds Are Generated and Used

Each retail location will accrue 5% of all delivery fees collected, to use toward donation and sponsorship requests. For example, for every \$100 in In-Home Delivery Fees invoiced, you earn \$5 for your showroom to use for Donations and sponsorships.

How Much Has My Team Accrued To Give Back?

You can see how much your team has accrued over a given time period by accessing the Advertising | Delivery Income by Location search in NetSuite. This search will show you how much has been earned. It will not tell you how much has already been used.

1. Type "Advertising | Delivery Income by Location" in the global search at the top of your NetSuite screen.
 2. Set the date range you would like to search
 3. Multiply the total x .05 to calculate how much your team accrued to give back over the time period.
- ✓ Funds will be added to the balance at the beginning of each quarter, based on the In-Home Delivery Fees from the prior quarter.
 - ✓ For Community Bank balance inquiries, contact Kimberly Sullivan (Kimberly.Sullivan@leadersfurniture.com).
 - ✓ Funds not used by the end of the year will not roll over. January 1st of the new year your store balance will start back at \$0.
 - ✓ Showrooms are welcome to team up and spread the funds over multiple areas for a "shared experience". For example, if you are near another showroom and both would like to participate, both showrooms can split the donation.

How Do We Donate?

- Showroom Managers fill out the Donation / Sponsorship Request Form with as much information as possible so we can review for approval.
- Decisions will typically be made within a week.
- We are not able to fund or support individuals, family reunions, religious or political organizations, fraternities or sororities.
- Email completed form and any additional pages or information to Kimberly.Sullivan@leadersfurniture.com.

Where Can I Find the Donation Application Form?

NetSuite Navigation Shortcut Group \ Forms & References

Navigation Shortcut Group

Forms & References

Product Request Forms

- Fabric Request Form
- Floor Model Markdown Requ...
- Tag Request Form
- Tear Sheet Request Form

Point of Sale

- Ad Notes - Current
- Price Tag - Accessory
- Price Tag - Indoor
- Price Tag - Outdoor
- Showroom Merchandise Prio...

Human Resources Forms

- Emergency Closing
- Incident Report (Employee)
- Incident Report (Non-Employ...
- Performance Improvement Pl...
- Corrective Action Form

Main Vendor Shortcuts

- Casual Comfort
- Perfect Fit
- Treasure Garden
- Tropitone
- Windward

Printable Forms

- Daily Balance Sheet
- Opening & Closing Checklist
- Cleaning Checklist
- Landscaping Checklist
- Window Cleaning Checklist

Reference Lists

- Corporate Extension List
- Shipping Rates (Dropship)
- Showroom Listing
- Shuttle & Delivery Schedule
- Stocking Fabric Quick Refere...

Operation Forms

- Mileage & Reimbursement Fo...
- Supply Request Form
- Community Matters - Donati...**
- Opportunity List