

Southwest Airlines Co.

Guidelines for Charitable Contributions

Southwest Airlines® is proud to contribute to the communities we serve through donations to qualified 501(c)(3) nonprofits in the form of flight e-passes. Individuals seeking travel for medical treatment should refer to our **Medical Transportation Grant Program** at www.southwest.com/medicalgrant.

Things to know when applying:

- Applications must be received at least 60 days prior to the date of your event.
- In order to assist as many organizations as possible, the normal donation is 2–4 roundtrip flight e-passes.
- A copy of your organization's **I.R.S. Letter of Determination** showing current 501(c)(3) status must be uploaded during the application process. Tax EIN letters, W-9 forms, state tax-exempt letters, or any other paperwork **will not** be accepted.
- Requests must be submitted by an employee of an IRS registered 501(c)(3) nonprofit organization with a valid organization e-mail address.
- Donations may only be used for fundraising, staff travel, or in support of organizational work and/or programs.
- NOTE: If your organization receives a donation of Southwest flight e-passes, then travel must be completed within the validity dates. Southwest flight e-passes **cannot** be exchanged extended, reissued or replaced if lost, stolen, or destroyed.

Not Eligible:

- Organizations that discriminate based on race, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, veteran status, political affiliate, pregnancy, union membership, or other legally protected status, except as permitted by law.
- Schools - public or private from daycare/nursery facilities to colleges and universities. This includes parent/teacher organizations and booster clubs and alumni associations.
- Requests from a third party (individual, business or organization) raising funds to benefit a 501(c)(3) nonprofit organization will not be accepted.
- International organizations (non U.S. 501(c)(3) organizations).
- Non-501(c)(3) groups or individuals seeking assistance for A) personal travel (e.g., travel to conferences, training, weddings/reunions/anniversaries/funerals, mission trips, races, contests or competitions); B) fundraising on behalf of a nonprofit or cause to participate in a charity event; and C) scholarships.
- Teams, groups and individuals seeking sponsorships.
- Religious endeavors.
- Labor or political organizations and government entities.
- Fraternal, PanHellenic or other membership organizations.
- Federal or corporate United Way campaigns.
- Organizations requesting tickets for use in incentive or appreciation events where tickets will be given to individuals.

These are merely guidelines. Southwest Airlines reserves the sole and absolute discretion to determine recipients of its charitable contributions. Southwest Airlines may exclude or include organizations and/or grant contributions of cash and/or airline tickets as Southwest Airlines determines appropriate.