

BACKGROUND

The Alexander & Baldwin Volunteer Matching Gifts programs has been established as a way of showing support for A&B employees who volunteer their time for community projects, and to encourage others to better their communities through volunteer service.

EMPLOYEE ELIGIBILITY

Regular monthly salaried non-bargaining employees of A&B, its divisions or subsidiaries, with at least one year of continuous employment, are eligible to participate.

AMOUNT OF MATCHING DONATION

A&B will match an employee’s volunteer hours based on a affixed rate of \$250 for 25 hours of volunteer service. Employees may request up to two volunteer matching gifts per year, for a combined total of \$500, but may request only one gift per organization. The maximum any recipient organization may receive via this program per year is \$1,000. Applications for amounts exceeding these individual and organizational totals are ineligible for matching and will not be carried forward.

RECIPIENT ORGANIZATION ELIGIBILITY

Please review the following to ensure the recipient institution receiving your volunteer gift is eligible. However, final determination of any institution’s initial and continuing eligibility and participation will be made by A&B.

Recipient agencies must be non-profit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code, to which contributions are deductible for income tax purposes.

Recipient institutions must be located within the United States.

CONSTRAINTS

Time spent simply as a member of an organization is not eligible for a volunteer matching gift.

Volunteer matching gifts may not be applied to membership fees; tuition payments; unpaid pledges; insurance premium payments; dues to alumni or other groups; subscription fees for publication, tickets for cultural or sports events.

The Volunteer Matching Gifts program is not available to any organization which discriminates in any way that is inconsistent with A&B’s equal opportunity policies.

SERVICE CRITERIA

Volunteer service is accrued for activities and projects beyond simple membership participation. Examples include service as a board member or board officer, responsible committee role, special event assistance or participation. Volunteers must not accept compensation for their time. Verification of volunteer hours will be made by A&B.

DESIGNATION OR RESTRICTION OF GIFT

Gifts contributed by A&B will be restricted to the club, chapter, or affiliate for which the employee has provided volunteer support.

FUNDS FOR VOLUNTEER MATCHING GIFTS

Alexander & Baldwin will allocate a portion of its charitable funds for volunteer gift payments each year. Should eligible application be received after available funds have been exceeded, they will be carried forward and considered in the ensuing calendar year unless additional funds are authorized.

EMPLOYEES – RETAIN THIS PAGE AND USE THIS SPACE BELOW FOR YOUR RECORDS

Volunteer services for:

Date Form Sent to Charity:

PLEASE PRINT OR TYPE

APPLICATION PROCEDURE

Step 1. Employee volunteer obtains a Volunteer Matching Gift application from the Company, completes the donor portion of the form (Step 1) and forwards it to the Recipient Institution.

Step 2. *Within 45 days of the date of the application*, the Recipient Institution completes its portion of the form (Step 2), verifying the hours contributed by the A&B volunteer, and that it meets the recipient eligibility requirements. Recipient Institution sends the form to the A&B Matching Gift Program (address below).

Step 3. A&B verifies the Volunteer's eligibility (Step 3) and the Recipient Institution's eligibility. Matching gift checks are generally processed monthly and are sent directly to the Recipient Institution.

The Volunteer will be notified of the matching gift payment.

Address requests for information relating to the A&B Matching Gifts Program to:
Alexander & Baldwin, Inc. P.O. Box 3440,
Honolulu, HI 96801-3440 giving@abinc.com or
phone 808-525-6642 or fax 808-525-6677

STEP 1

EMPLOYEE VOLUNTEER SECTION:

Please complete all of Step 1 and hold until 25 hours of volunteer service is complete. (Your hours may be accrued from one calendar year to another, but only two applications may be made annually.)

A. Employee Volunteer Information

Company, Subsidiary, Division

Print or Type Full Name

Department/Location

Home Address

Date of Employment

Date of Retirement (if retiree)

City, State, Zip Code

B. Recipient Organization

Name

Phone

Address

Fax

City, State, Zip Code

Email

C. Volunteer Record (Attach sheet if additional space is needed)

Date	Purpose/Project	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grand Total: _____

Employee's Signature

C. Presentation of \$250 Check (Select One)

- I would like to personally deliver the check to the organization.
- Please mail the check to the organization.

STEP 2

RECIPIENT SECTION: Please complete and mail entire page to **Alexander & Baldwin, Inc. Matching Gifts, P.O. Box 3440, Honolulu, Hawaii 96801-3440** or email giving@abinc.com or fax 808-525-6677

A. VERIFICATION OF VOLUNTEER SERVICE

This is to certify that _____ (employee) volunteered at least 25 (twenty-five) hours for _____ (institution name) as shown on page 2.

B. RECIPIENT ELIGIBILITY AND CONTACT INFORMATION

We have reviewed the eligibility requirements of the Alexander & Baldwin Volunteer Matching Gifts program described below and certify that our institution meets these requirements.

_____ Name of Organization	_____ IRS 501 (c)(3) EIN/TID Number
_____ Address	_____ City, State, Zip Code
_____ Name and Title of Certifying Officer () _____	_____ Signature
_____ Telephone	_____ Email
_____ Fax	_____ Date of Signature

RECIPIENT ELIGIBILITY

Agencies must be nonprofit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code. They must promote the general welfare and common good of the communities; examples include individual United Way agencies, such as American Red Cross, Boys and Girls Clubs, and other agencies eligible under the A&B's Matching Gifts Programs for Education or Culture. Agencies NOT eligible include religious or fraternal groups, political organizations or organizations which promote a hobby or benefit only the employee or the employee's family. The agency must not exclude anyone's participation due to race, creed or religion.

STEP 3

INSTITUTIONAL ELIGIBILITY ASSERTED AND VOLUNTEER HOURS VERIFIED:

Name: _____ Title: _____ Date: _____

STEP 4

Volunteer Eligibility Verified:

Recipient Eligibility Verified:

Signature

Date

Signature

Date