



P.O. Box 7109
Princeton, NJ 08543-7109

866 632-1412
www.easymatch.com/altria



Dollars for Doers Request Form

Part A: To be completed by donor. (Please remember to also log these hours at www.altrivolunteers.com)

I hereby authorize _____ (organization name) to report to Altria Group that I have served as a volunteer on personal time from _____ to _____ for a total of _____ hours.

FIRST/LAST NAME

DEPARTMENT NAME

HOME ADDRESS

BUSINESS PHONE NUMBER

CITY/STATE/ZIP CODE

OFFICE LOCATION CITY/STATE/ZIP CODE

HOME PHONE NUMBER

BUSINESS E-MAIL ADDRESS

EMPLOYEE PERSONNEL NUMBER
Please include any leading zeros. Your Personnel Number can be found by accessing My Info/My Staff through the Human Resources section of your company's intranet or on the stub of your payroll check in the box marked Employee ID. **SMWE employees should place the letter "U" in the first employee personnel number box.**

PERSONAL E-MAIL ADDRESS

Required: Purpose or designation of your volunteer grant

Please describe your volunteer activity:

EMPLOYEE CERTIFICATION:

- I am currently a member of the Altria Group Board of Directors or an eligible employee of the Altria family of companies.
- The information submitted is correct and the recipient organization is recognized by the Internal Revenue Service as a public charity under Section 501(c)(3) of the Internal Revenue Code.
- My volunteer activities do not represent payment for service.
- Neither I nor my family will derive any direct or indirect financial or material benefit from this gift.
- Are you affiliated with the recipient organization? No Yes (If yes select all that apply)
 Board Member Officer Staff Member Volunteer Other (Please specify: _____)
- Personal Affiliations:
Are you related to any board members, officers, staff members, or volunteers of this organization? No Yes (If yes select all that apply)
 Sibling Spouse Significant Other Other (Please specify: _____)
- I understand that misuse of the Altria Dollars for Doers Program will result in permanent revocation of my Dollars for Doers privileges and may lead to other disciplinary actions, including termination.
- I have read and understand the **Altria Dollars for Doers Program Guidelines**, and I accept the Terms and Conditions.

Mail or give this completed form along with "Part B" to the recipient organization.

SIGNATURE OF DONOR DATE
Print this form and sign here.



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Part B: To be completed by recipient institution

1. Verify donor section. Fill out Part B completely. **2.** If you have not previously submitted documentation in connection with an Altria Dollars for Doers request, you must include the following: Copy of your IRS 501(c)(3) letter and mission statement. Failure to include this information will delay or preclude processing. Altria Group reserves the right to request an organization's audited financial statements or any other documentation before matching any gift.

RECIPIENT ORGANIZATION CERTIFICATION:

I certify that _____ has volunteered a total of _____ hours for this organization
Employee Name

from _____ to _____ on his/her personal time. I further certify that this organization meets the qualifications for an

Altria Dollars for Doers grant as outlined in the program guidelines and terms and conditions.

Neither the donor nor Altria or any or any of companies will derive any direct or indirect financial or material benefit from this gift or match.

I certify that, to the best of my knowledge, this organization does not advocate or support policies, or practice activities that discriminate on the basis of an individual's race, religion, color, age, sex, disability, national origin, sexual orientation, marital status, citizenship status, protected veteran status or status in any group protected by state or local law.

This gift does not represent payment for service.

I have read and understand the Altria Dollars for Doers Program Guidelines, and I submit this request in accordance with them.

I also certify that the organization will not employ or deal with any entities or individuals known to the organization to support terrorism or to appear on any of the following lists:

- The U.S. Department of the Treasury, Office of Foreign Assets Control, Specially Designated Nationals List;
- The U.S. Department of Justice Terrorist Exclusion List;
- The United Nations List promulgated by the UN Security Council Resolutions 1267 and 1390; and
- The List promulgated by the European Union pursuant to EU Regulation 2580.

ORGANIZATION NAME

WEBSITE AND/OR E-MAIL ADDRESS

ORGANIZATION STREET ADDRESS

WEBSITE

CITY/STATE/ZIP CODE

FULL NAME OF EXECUTIVE DIRECTOR
(TYPE OR PRINT)

PHONE FAX

EIN #

EXECUTIVE DIRECTOR SIGNATURE DATE

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Dollars For Doers Guidelines

Who is Eligible?

- Altria Group Board of Directors or regular full-time actively working employees of the Altria family of companies and those who are on short-term disability or Family Medical Leave (FML) are eligible.

Who is NOT Eligible?

- Retirees, part-time employees, interns, spouses, and those on long-term disability or salary continuance (severance) are not eligible.

How Does it Work?

- If an eligible employee volunteers a minimum of 25 hours of personal time over the course of a calendar year to a single federally tax-exempt 501(c)(3) organization, Altria will contribute \$500 to that organization in the employee's honor.

What Organizations are Eligible?

- Organizations and institutions must be located in the United States (including Puerto Rico), willing to accept funding from a tobacco company. Must be recognized as a tax-exempt public charity by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code with a ruling year at least one year prior to date of gift.
- Volunteer fire companies, ambulance and rescue squads, recognized as tax-exempt by the Internal Revenue Service under Section 501(c)(3) or 501(c)(4).

What Organizations are NOT Eligible?

- Organizations with a tax-exempt status of 501(c)(3) for less than one year.
- Political organizations, such as election campaign funds or committees.
- Religious organizations, such as churches or synagogues, unless their outreach programs are offered to the general population and they have established a separate 501(c)(3) organization to operate the programs.
- United Way chapters.

What are the Program Guidelines?

- The Program is limited to the first 500 eligible

applications submitted to Altria per year.

- Participants are eligible only after completing 25 volunteer hours with the same tax-exempt organization within a calendar year.
- An employee may only apply for one grant per year.
- An organization may receive a maximum of 10 grants per year.
- Anticipated volunteer time will not be recognized. 25 volunteer hours must be completed before an application is submitted.

How Do You Apply?

- Apply online or download forms and program guidelines from our website at www.easymatch.com/altria.
- If using hard copy forms, after reviewing the program guidelines, eligible volunteers should complete Part A of the Dollars for Doers Grant Request form. Upon completion, forward to the non-profit organization to verify your volunteer hours.
- The appropriate financial officer of the organization should review the program guidelines and Part A and complete Part B. The entire form, along with any required materials, should then be mailed to:

Altria Dollars for Doers Program
P.O. Box 7109
Princeton, New Jersey 08543-7109
E-mail: altria@easymatch.com

Terms and Conditions

- Altria reserves the right, without prior notice, to discontinue or amend this program at any time, and also reserves the right to refuse a gift to an organization without explanation. The company reserves the right to audit organization records and documents pertaining to this program and to request any supporting donor documentation it considers necessary.
- Organizations receiving a Dollars for Doers grant for the first time may be required to submit additional organization supporting financial documentation.
- Misuse of the Altria Dollars for Doers program will result in permanent revocation of the employee's Dollars for Doers privileges and may lead to other disciplinary actions, including termination.