

## PURPOSE

The AptarGroup, Inc. Charitable Foundation Matching Gifts Program is designed to encourage employees to contribute to charitable organizations in their communities, to eligible educational institutions, to eligible cultural institutions and to other tax-exempt organizations.

## WHO IS ELIGIBLE?

All U.S. directors, officers, and regularly scheduled full-time or part-time employees with 6 months of service with the AptarGroup or one of its subsidiaries to participate.

A contribution must be \$50 or more in order to be matched and must be from the employee's own funds, either in the form of cash or securities having a quoted market value.

Note that it is not within the purpose of the Foundation's Matching Gift Program to match moneys obtained "collectively" such as pledges; memorial contributions; or charitable, civic or school fund raising events, on behalf of an otherwise eligible organization.

The AptarGroup matching gift will be two times the employee's gift. In total, the Foundation will pay up to \$6,000 in matching gifts per employee per calendar year, with a \$2,000 limit to any one organization per employee.

## WHICH ORGANIZATIONS QUALIFY?

Organizations must be located within the United States, qualified for Federal Income Tax exemption under Section 501(c)(3) of the Internal Revenue Code and either listed in I.R.S. Publication 78 or have sent the Foundation a copy of the I.R.S. tax-exempt determination letter.

Tax-exempt soliciting organizations or alumni groups and foundations are eligible only if authorized by an organization eligible to receive such gifts, and, all gifts received are given to the organization or used entirely for the benefit of the eligible organization. Eligible organizations must be in one of the following categories:

- **Higher Education:** Any non-seminarian type college, junior college, university, or graduate school (public or private), accredited by a nationally recognized accrediting agency. Donations that result in any benefit to the donor (including preferential seating or purchasing abilities to athletic or other events) will not qualify.
- **Culture and the Arts:** Non-profit, tax-exempt organizations representing arts and humanities, including theater, opera, symphony orchestra, ballet, modern dance, educational TV or radio, libraries, botanical gardens, zoological societies, and museums of art, history, or science.

- **Health and Human Services:** Accredited and licensed public, non-profit hospitals providing acute short-term care; agencies providing research or humanitarian services, such as March of Dimes, American Cancer Society, Urban League, youth guidance organizations, abuse counseling, victims of domestic violence groups, and homeless shelters.

## NON-QUALIFIED ORGANIZATIONS AND PURPOSES

- United Way, United Fund, or other general agencies which support a variety of activities and not specifically or solely concentrated in one of the above categories. These organizations are generally supported by direct contributions from our divisions and subsidiaries.
- Nursing homes, animal welfare groups, and national and international relief organizations.
- Seminaries, theological schools and schools of higher education where the primary purpose is religious studies.
- Religious, civic, fraternal, social, political or lobbying groups, and health club organizations.
- Individuals.
- Organizations that discriminate by race, color, creed, gender, or national origin.
- Testimonial dinners, fund raising events, or courtesy advertising.
- Pledges, or requests for donations in lieu of flowers.
- Trips or tours.
- Primary and secondary schools.
- Day care centers
- The Foundation will not match any payment for which the donor receives a personal benefit, service, or gift, other than minor gifts available to all donors on a pre-published schedule.



## OTHER RESTRICTIONS

Payments for tickets, services, tuition, bequests, insurance premiums or membership dues to alumni groups or clubs are not matched.

The donor may designate how a gift is to be used, but the Foundation's matching gift will be unrestricted. The Foundation reserves the right to evaluate both the tax exempt status and the gift-worthiness of any organization seeking matching gifts.

The Foundation may revise or terminate this program or a person's participation at any time without prior notice. The interpretation and application of the program rests with the Foundation and its decisions are final.

## INSTRUCTIONS

**Employee:** Complete Part A and send the entire form along with your gift to the eligible organization. Sign the bottom of Part A, but print all other information including your name where indicated.

**Recipient:** Complete Part B and have an authorized official of the organization verify all information by signing the certification.

Mail the **entire original form** to:

AptarGroup Charitable Foundation

475 W. Terra Cotta Ave., Suite E

Crystal Lake, IL 60014

Matching gift requests should be processed by the recipient organization and mailed to the Foundation as soon after receipt as possible. Gifts are paid on a monthly basis. All requests for matching gifts made during any calendar year must be received at the Foundation by January 31 following the calendar year in which the gift was made.

Paid \$	
Check #	
Date	
Employee Ver.	
Charity Ver.	
Approved	