

## **Bechtel Foundation Matching Gifts Program**

Bechtel Foundation matches donations made by employees of Bechtel Group, Inc. and its affiliates to post-secondary educational institutions in the United States. The program is intended to encourage voluntary employee support of higher education, and to complement Bechtel Foundation's Aid-to-Education program, which channels unrestricted grants and scholarships to selected universities and colleges.

### **Eligibility**

Permanent non-manual employees with one year of continuous service are eligible for the Matching Gifts program. Spouses of employees and retirees are not eligible. Employee participation is completely voluntary.

### **Eligible Institutions**

Any junior or community college, college, university, or graduate school within the United States that is accredited by the appropriate state, regional, or national accreditation body is eligible. Schools of theology and seminaries are not eligible for matching funds.

### **Gifts**

Gifts may be made in either cash or in securities for which reliable market quotations are available. Gifts of securities, to qualify, must include full ownership rights.

Gifts of \$100 or more, to a maximum total of \$1,000 per eligible employee, will be matched dollar-for-dollar. No more than \$1,000 will be matched in any calendar year.

Bechtel Foundation will designate matching gifts for the same purpose as that designated by the employee. If there are no special designations, matching gifts will be given to the institution without any restrictions on the use of the money.

Bechtel Foundation will not match gifts made in bequests, dues to alumni groups, gifts to athletic funds or sporting activities, subscription fees, insurance premiums, or other payments not made in the form of direct gifts to the eligible institution. Gifts to institutions or gifts designated for a purpose that is deemed discriminatory will not qualify for a matching gift.

### **Administration**

The Matching Gifts program is administered by the Corporate Communications Department in San Francisco, which has the responsibility for the interpretation, application, and administration of the program.

The program may be changed, suspended, or discontinued at any time by Bechtel Foundation.

### **How To Make a Gift**

**Donor:** Complete Part 1 and send the form with the gift to the educational institution.

**Institution:** Review Part 1, complete Part 2, and mail the form to:  
*The Bechtel Foundation Matching Gifts Program*  
*P.O. Box 193965*  
*San Francisco, California 94119-3965*

Upon determining eligibility, Bechtel Foundation will match gifts according to the provisions of the program. Checks will be mailed to colleges every quarter. The donor will be notified when the gift has been mailed.

Additional copies of this form can be downloaded from the Public Relations/Marketing Communications website at [http://corpcom.becweb.ibechtel.com/Services/Bechtel\\_Foundation/Home.htm](http://corpcom.becweb.ibechtel.com/Services/Bechtel_Foundation/Home.htm), or obtained by contacting Bechtel Foundation.

# BECHTEL FOUNDATION MATCHING GIFTS PROGRAM

**Part 1** To be completed by Employee and mailed to designated institution.  
Copy of form will be sent to employee when matching gift is processed.

## 1. Donor data

Employee Name and Home Address (please type or print)

Employee No.

Bechtel Organization

Continuous Service Date Location

## 2. College Receiving Gift

Name

Location

## 3. Gift Data

Amount (minimum for matching \$100)

Form of Gift:  Cash  Securities \_\_\_\_\_ shares of \_\_\_\_\_

Preferred Use of Gift:  Specific Use \_\_\_\_\_  
 Unrestricted

Donor's Signature \_\_\_\_\_

Date of Gift

**Part 2** To be completed by recipient institution. Return form to:  
**The Bechtel Foundation Matching Gifts Program**  
**P.O. Box 193965, San Francisco, CA 94119-3965**

Institution Name and Address

Name of Donor

Amount of Donation

Name of Authorized Officer

Signature

Title Date

Accrediting Association and/or IRS Tax-Exempt Number

**Part 3** For Bechtel Use Only

It is a pleasure to inform you that a matching gift has been mailed to the institution named above.

The Bechtel group of companies is pleased to participate with you in supporting higher education through the Bechtel Foundation Matching Gifts Program.

Bechtel Foundation

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Amount Matched

Check Number

Date Matched