

GIVES (Grants Initiated by Volunteer Employee Service)

Your Good Works Pay

When Berkadia Commercial Mortgage LLC ("Berkadia") employees volunteer their valuable time with a favorite non-profit organization (NPO), Berkadia GIVES awards a bonus check to the organization. The result is that the organization benefits twice – first through the contribution of your time and talent, and again through a contribution from Berkadia in your name! This program not only recognizes your personal commitment to volunteering but also rewards the organizations to which you so willingly give your time and energy.

Here's How it Works

Berkadia will award \$150 for 10 hours of service to one NPO with a maximum of three (3) recognition awards (\$450) per employee per year. Track your hours between January 1 and December 31. You may apply for up to three (3) awards per year. Send the GIVES match form (see Form below) any time during the year but it must be received by Jan. 31 in the year immediately following the calendar year in which your volunteer service took place. Volunteer hours do not carry over from year to year. A letter and check will be sent directly to your NPO acknowledging your volunteer role.

Who Can Participate?

- Regular full-time and part-time employees of Berkadia and its subsidiaries who are on the payroll at the time of the volunteer service.

What Organizations Are Eligible?

You can earn GIVES grants for:

- Public or private schools
- Non-profit organizations certified for tax-exempt status under the Internal Revenue Service code 501(c)(3).

What Organizations/Activities are Not Eligible?

- Individuals
- Churches or other sectarian organizations unless an affiliated institution has a separate 501(c)3 status, such as a food bank, homeless shelter, or school, etc.
- Political parties, campaigns, or candidates
- Scholarships, fellowships, or travel grants
- Advocacy
- Organizations conflicting with corporate policy
- School activities without an academic purpose

How to Apply for Berkadia GIVES grants

Complete Part 1 of the application (see form below) and send entire form to the non-profit organization. The organization completes Part 2 and forwards the completed form to: Berkadia Commercial Mortgage LLC c/o Community Initiatives, 118 Welsh Road, Horsham, PA 19044.

Please Note These Administrative Conditions:

- More than one employee/retiree may apply for grant funds for the same organization.
- Grants, payable to the non-profit organization are made within 90 days of documentation.
- Grants must go into the organizations general fund, and not benefit an individual, i.e., tuition or student participation account, memberships, personal pledge obligations.
- Grants go to the schools (public or private) where Berkadia volunteers serve. School grants should be used for non-religious, academic purposes.
- You may not receive goods, services or benefits in return for your own volunteer services or the Berkadia donation.

BERKADIA™

COMMERCIAL MORTGAGE
COMMUNITY INITIATIVES

GIVES (Grants Initiated by Volunteer Service) Request Form

Part 1 To be completed by Employee Volunteer or Employee Volunteer Team Leader (Please print or type.)

Employee Name	Phone #	Office Location	Employee ID#
Email Address	Dates (or time period) of Volunteer Service		Name of Organization
Hours of Volunteer Service (minimum of 10 per calendar year)		Individual or Berkadia Team Service (if team, please list team member names)	
Description of Volunteer Activities			
Do we have your permission to include your name in reports/publications about this program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
By signing and presenting this form, I certify that: a) I have read and understood the Berkadia GIVES guidelines; b) my volunteer hours of service have been donated to the organization named above without compensation or goods or services from the organization; c) I authorize the named organization to confirm my volunteer hours for purposes of qualifying for a grant under Berkadia GIVES; d) I understand that this application will be submitted for consideration and submission does not guarantee that funds will be granted, and e) I understand that my name will be included in a Berkadia volunteer data base.			
Employee Signature			Date

Part 2 To be completed and submitted by Non-Profit Organization

Please type or print and return entire form to:	Berkadia Commercial Mortgage LLC Community Initiatives 118 Welsh Road Horsham, PA 19044	First time applicants: Please include copy of 501(c)3 IRS letter indicating non-profit tax-exempt status.
_____ hours by the above volunteer totaling were completed on _____. (Minimum of 10 hours this calendar year to be eligible.)		
Name of Organization	501(c)3 Organization <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax ID #
Address	City, State, ZIP	Phone
Web Site Address	E-mail Address	
Description of Organization, including Mission and Services:		
Do we have permission to include your organization's name in publications about this program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
By signing and presenting this form, I certify that a) I have read and understood the guidelines; b) this organization is an eligible institution; c) gifts to the organization are tax-deductible; d) the Berkadia employee or retiree identified in this application has contributed a minimum of 10 hours of personal volunteer service in the identified calendar year and has not received compensation, or goods or services from the organization for the donation of service hours; e) I understand that this application will be submitted for consideration and submission does not guarantee that funds will be granted; and f) I further understand that misrepresentation of this volunteer contribution will negate any future participation in Berkadia GIVES.		
Print Name of Certifying Officer	Title	Signature