

Brookfield Redding Inc. Matching Gifts Program

Purpose:

In order to provide Brookfield Redding Employees an incentive to support charitable organizations, the Brookfield Redding Matching Gifts Program is designed to match Employee contributions of \$50 or more to a maximum of \$1,000 per year to eligible organizations. The Matching Gifts Program especially encourages support of groups that actively work to improve conditions in an employee's business and neighborhood communities.

Eligible Participants:

All employees of Brookfield Redding are eligible to participate.

Eligible Organizations:

To be eligible to receive a matching gift, the organization must be a non-profit company that is certified for tax exempt status under the Federal Internal Revenue Code Section 501(c)(3) ("Eligible Organization") Contributions to eligible organizations in any of the following categories may be submitted for matching gifts:

- Arts and cultural organizations, such as music and dance groups, libraries, museums and public television and radio;
- Any accredited elementary or high school, college or university;
- Hospitals and health care agencies;
- Youth organizations
- Social service organizations, such as the Salvation Army or shelters for the disabled and homeless; and
- Wildlife, animal welfare, zoos

Organizations not eligible for Program:

The following types of organizations are not eligible to receive matching gifts from Brookfield Redding:

- Religious organizations
- Political organizations

Eligible Contributions:

In order for an Employee contribution to be eligible for the Matching Gifts Program:

- The Employee contribution must actually be a personal monetary contribution, not merely a pledge to contribute.
- Employee contributions may be made to more than one organization, however, the Matching Gifts Program will match up to a cumulative maximum amount of \$1,000 per calendar year.
- The Matching Gifts Program will match up to five (5) Employee contributions per calendar year.

How to Make a Matching Gift Request:

To apply for matching funds, please:

- 1) Complete Part A of the following 2-page Matching Gifts form. After confirming the required 501(c)(3) status with the charity, send the form and your contribution to the organization.
- 2) The Eligible Organization will accept your contribution and then an authorized officer of the Eligible Organization must complete Part B of the form and send the completed form back to Human Resources.
- 3) Upon confirming the organization's eligibility, Brookfield Redding will authorize payment.
- 4) Checks for the Program will be issued quarterly.
- 5) Paperwork must be received by the 15th day of the distribution month (March, June, September and December) in order to be matched within the same quarter received.
- 6) Brookfield Redding will provide the Employee with a copy of the contribution sent to the Eligible Organization and an annual statement of all matching contributions.

For more information, please contact Jeanne Lutz.

Brookfield Redding Inc. reserves the right to reinterpret, amend, suspend or terminate the provisions of the Matching Gifts Program at any time. The above policy supersedes all other matching gifts program policies and agreements. This policy does not create a contract between Brookfield Redding Inc. and the Employee. All employees are considered "at will" and may be terminated at any time for any reason. The Human Resource Department can be reached at 312-377-8256.

**Brookfield Redding Inc.
Matching Gifts Program**

Part A – to be completed by the Employee

Employee name: _____

Date Gift sent: _____ Amount: _____

By authorizing (name of Eligible Organization)

_____ to apply for a matching contribution from Brookfield Redding Inc., I certify that the information submitted above is correct and in compliance with the guidelines of the Brookfield Redding Inc. Matching Gifts Program.

Signature Date

Part B – to be completed by an Authorized Officer for the Eligible non-profit Recipient Organization:

Date Gift received: _____ Amount: _____

Organization legal name: _____

Organization Tax Exempt ID #: _____

Organization address: _____

City: _____ State/Zip: _____

Phone number: _____ Fax number: _____

Please provide a short description of your organization:

Eligible Organization Certification:

I hereby affirm that the gift described in Part A of this form has been received by this organization, and that this organization is registered as a non-profit tax exempt organization under Section 501(c)(3) of the Federal Internal Revenue Service Code.

Please print name

Title

Signature

Date

Distributions are made quarterly (March, June, September and December). All forms must be received by the 15th day of the distribution month in order to be processed within the same quarter received.

Please attach a copy of your Federal Internal Revenue Service Ruling of Eligibility as a 501(c)(3) organization and return it with both pages of this form to:

Jeanne Lutz
Brookfield Redding Inc.
71 S. Wacker Drive, Suite 3400
Chicago, Illinois 60606

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Secure fax: 312/377-8296
jlutz@brookfieldredding.com