

## **Builders Mutual Insurance Company Matching Gift Guidelines**

The Builders Mutual Insurance Company Matching Gift Program was established in conjunction with the company's Shared Direction Statement. It endeavors to strengthen the company's position in reaching out and supporting our communities, not only through the protection we offer with our insurance products, but also through the matching of charitable donations, made by employees, to eligible organizations.

BMIC will match employee financial donations that are a minimum of \$25 with a maximum of \$100 to eligible organizations within the guidelines below:

### **Eligible Donors:**

All permanent, full-time, benefit eligible or part-time employees currently employed, and in good standing, of BMIC are eligible after completion of their 90-day probationary period. The individual must be employed by BMIC at the time of the contribution and request for matching funds.

### **Eligible Organizations:**

All recipient organizations must be located in the U.S. and be recognized by the Internal Revenue Service as tax-exempt organizations under the Internal Revenue Code section 501(c)(3) to which deductible charitable contributions, as defined in Internal Revenue Code section 170(c)(2), may be made for federal income tax purposes.

The following organizations are **ineligible** for matching funds from BMIC:

- Organizations **without** an Internal Revenue Code 501(c)(3), not for profit, tax exempt status;
- Political causes, candidates for political office, political organizations or legislative, lobbying or advocacy efforts;
- Professional associations;
- Labor, alumni and fraternal organizations or social clubs;
- Any organization that discriminates by race, color, creed, gender, sexual orientation, national origin or disability;
- Endowed chairs or professorships;
- Participation in advertising books, goodwill advertising, raffles and similar endeavors;
- Purchase of tickets for testimonials, golf tournaments, dinners, lectures or similar benefit events from which only a portion of the ticket price reaches the beneficiary not-for-profit sponsor;
- Organizations, programs and projects that pose a potential or perceived conflict of interest to BMIC and its operations.

**Procedure:**

The eligible BMIC employee will make a contribution to the charity of choice and inform that charity that BMIC provides matching funds (subject to the limits provided below) for eligible organizations. [The employee will then provide complete proof of the gift, including name of organization, address where BMIC check will be mailed, information on "in honor of," and amount of donation.](#) Until the reformation of or in place of a Shared Direction Committee, Darcy Dye will evaluate the request based upon the Matching Gift Guidelines; organizations meeting all of the guidelines will be sent a check for the matching portion. Should the organization not qualify for the matching contribution, the employee will be notified in writing.

**Limitations:**

BMIC will match, on a dollar-for-dollar basis, employee contributions that are a minimum of \$25 and a maximum of \$100. The aggregate matching funds available annually to any employee is limited to \$100.00. Matching funds will be provided on a first-come, first-served basis, subject to a ceiling on total company matching contributions of \$10,000 for any one calendar year.