

**BUTLER MANUFACTURING COMPANY FOUNDATION
EMPLOYEE MATCHING GIFT PROGRAM**



DATE: ___ / ___ / ___

EMPLOYEE should complete the top portion of this Form. Send this Form along with your charitable contribution to the Finance Office of the Educational or Cultural Institution.	
<p><i>For the purpose of qualifying the institution for a matching gift under the Butler Manufacturing Company Foundation Employee Matching Gift Program, I hereby authorize and request the Financial Office of:</i></p> <p align="center">_____</p> <p align="center"><small>(NAME OF EDUCATIONAL OR CULTURAL INSTITUTION)</small></p> <p><i>to report my contribution of:</i> <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER</p> <p align="center">in the amount of \$ _____</p> <p align="center"><input type="checkbox"/> MARKETABLE SECURITY AMOUNT: \$ _____</p> <p align="right"><small>(MARKET VALUE AS OF ABOVE DATE)</small></p> <p align="center">_____</p> <p align="center"><small>(DESCRIPTION OF SECURITY)</small></p>	
<small>EMPLOYEE CONTRIBUTION PURPOSE: (See list of qualifying gifts on reverse side of this form)</small>	
<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> OTHER (EXPLAIN)	
<small>EMPLOYEE NAME (Please print)</small>	<small>DIVISION</small>
<small>EMPLOYMENT LOCATION</small>	<small>EMPLOYMENT DATE</small>
<small>PHONE</small>	
<small>EMPLOYEE SIGNATURE</small>	

FINANCIAL OFFICE of the Educational or Cultural Institution should complete the bottom portion of this Form and return the original copy to the Foundation Office. Matching gift payments are normally made to eligible institutions quarterly.	
<p>Return To: Butler Manufacturing Company Foundation PO Box 419917 Kansas City, MO 64141-6917 P (816) 968-3208 • F (816) 627-8993 jcharmon@buttermfg.com</p> <p><i>I hereby certify that a contribution of \$ _____ has been received by this institution</i> <small>(CASH OR SECURITIES)</small></p> <p><i>on _____ from the above named employee of Butler Manufacturing Company</i> <small>(DATE)</small></p> <p><i>or subsidiary company. I certify that this Institution is an Eligible Donee and the gift is qualified to be matched under your program (see reverse side for details).</i></p>	
<small>NAME OF INSTITUTION</small>	
<small>ADDRESS</small>	
<small>CITY, STATE, ZIP</small>	
<small>BY: (PRINT NAME)</small>	<small>SIGNATURE</small>
<small>DATE</small>	<small>TITLE</small>

BUTLER MANUFACTURING COMPANY FOUNDATION EMPLOYEE MATCHING GIFT PROGRAM

1. Eligible Donors

All regular full-time employees of Butler Manufacturing Company and its wholly owned U. S. subsidiaries are eligible to participate.

2. Eligible Donee Institutions

A. Educational Institutions

Accredited colleges or universities, both public and private, located in the U.S. are eligible for matching gifts. Graduate schools and junior colleges are also eligible. (NOTE: U. S. Office of Education maintains a listing entitled **Education Directory: Colleges & Universities**. This listing will be the source for determining eligible educational institutions.)

B. Cultural Institutions

Museums, libraries, public broadcasting corporations, zoos, botanical gardens, and the performing and visual arts, including qualified publications (subscriptions excepted), are eligible for matching gifts. The cultural institution must be tax-exempt, located in the U.S. and have trained professional direction and management. (NOTE: The Government Printing Office publishes a listing entitled **Cumulative List of Organizations, Publication No. 78**. This listing will be the source of determining eligible cultural institutions.)

3. Minimum/Maximum Gifts

The minimum single gift the Foundation will match per eligible donor is \$25. The maximum single gift or total of gifts to be matched per eligible donor is \$2,000 per fiscal year. Gifts may be cash equivalent or marketable securities only.

The maximum amount of \$2,000 may be given to a single educational or cultural institution, or may be divided among several such organizations in not less than \$25 donations.

The Foundation will match charitable gifts as detailed above until the fiscal year maximum of \$50,000 is reached. Once this maximum level is reached, the Foundation will not be able to match any gifts until the following fiscal year.

4. Procedure

The donor should first determine that the educational or cultural institution is eligible to receive a matching gift. (If uncertain, contact the Foundation office at 816.968.3208).

Next, complete the top portion of the Matching Gift Form (available from your local HR Dept. or the Foundation Office in Kansas City) and send the Form along with your contribution to the educational or cultural institution. The institution will complete the bottom portion of the Form and return it to the Foundation Office for verification.

The Foundation will verify eligibility and send contributions as appropriate.

5. Retroactive Matching

If a gift was made to an educational or cultural institution within the effective period, but a matching request was not submitted at that time, a copy of the donor's cancelled check and the Matching Gift Form may be sent to the Foundation.

6. Qualifying Gifts

A. Examples of gifts to an educational institution that would be eligible to receive a matching gift are:

- 1) Separate alumni funds, foundations, or endowment associations which are tax-exempt; also those that are certified as transmitting all funds to an eligible institution or using those funds for its benefit.
- 2) State, regional, or local associations of private colleges.
- 3) National associations or funds soliciting support for education.
- 4) Matching gifts to educational institutions from the Foundation are unrestricted except that gifts must be used for educational purposes.

B. Examples of gifts to a cultural organization that would be eligible to receive a matching gift are:

- 1) Gifts that are utilized for general operating expenses or in support of a specific arts program.
- 2) Donations that are made during a fundraising event that provide general support to the organization and have no goods or services exchanged for the donation will be matched.
- 3) National associations supporting the arts.

7. Nonqualifying Gifts

A. Examples of gifts to higher education that do not qualify for a matching gift are:

- 1) Any gift, which includes tuition fees or other charges for enrollment.
- 2) Contributions for athletic scholarships or other nonacademic extra curricular activities.
- 3) Class Alumni Dues.
- 4) Insurance premiums, subscription fees for publications, or bequests.
- 5) The value of personal services.
- 6) Gifts of personal (other than marketable securities) or real property.
- 7) Gifts to schools receiving a substantial portion of their support from a church, schools of religion, or theological seminaries.

B. Gifts to cultural institutions that do not qualify for matching gifts include:

- 1) Purchase of Tickets of Admission.
- 2) Gifts to Amateur Groups.
- 3) Memberships in Professional Societies.
- 4) Gifts used to purchase tickets for fundraising events or in exchange for any goods or services.