

## Ecolab Volunteer Bonus Program

Please check ONE:  Employee,  Ecolab Retiree,  Nalco Retiree,  Champion Retiree

**Section 1 – VOLUNTEER** Complete Section 1 and send entire form to the organization of your choice.

Name of Volunteer/Employee	Employee Number (active only)	Date
Complete Home Address (including city, state and zip)		
Employee Work Location/Division	Employee Work Phone (Home Phone for Retiree)	
Nonprofit Organization Name	Employee Signature (photocopied signature ineligible)	

**Section 2 –ORGANIZATION** Complete Section 2 and send entire form to:

**Ecolab Foundation, 370 Wabasha St. N., St. Paul, MN 55102 or fax to 651-250-3191**

***A COPY OF THE ORGANIZATION'S 501c3 LETTER FROM THE IRS MUST BE ATTACHED***

Nonprofit Organization Name <b>and IRS Tax ID number (EIN#)</b>		Telephone (     )
Street Address	City/State/Zip	
Volunteer Name	Number of Volunteer Hours in Past Year	
Description of Volunteer Activities Performed		
Printed Name of Certifying Officer- <i>this cannot be the donor him/herself.</i>	Title	
Signature of Certifying Officer (stamped signature ineligible)	Date	

(do not separate)

Updated 23 April 2015



## Ecolab Volunteer Bonus Program

To demonstrate corporate support for employee and retiree volunteerism and the important role this plays in our communities, Ecolab has established a program to recognize and reward employee and retiree volunteer activities.

### ELIGIBLE PERSONS

- Full-time Ecolab employees
- Ecolab retirees (employees who left the company at age 55 or older) in good standing
- Members of the Ecolab Board of Directors

### ADMINISTRATION

Ecolab may suspend, revoke or terminate the program at any time. The company will determine the interpretation and administration of the provisions of the program and its decision will be final.

Updated 23 April 2015

### ELIGIBLE ORGANIZATIONS

Each organization must be located within the U.S. or a U.S. possession and must be tax exempt under Section 501(c) (3) of the Internal Revenue Service code.

Organizations must be classified in one of the following areas:

- Youth & Education
- Environment
- Civic & Community Development
- Arts & Culture

### INELIGIBLE ORGANIZATIONS

The company *will not* match volunteer hours for:

- Churches
- Religious affiliated organizations
- **Health/disease related initiatives or organizations**
- Sports/athletic programs and facilities
- Political/lobbying organizations

Questions? Call 651.250.3159

[communityrelations@ecolab.com](mailto:communityrelations@ecolab.com)  
<http://inside.ecolab.com/company/community-relations>

All matching gift donations must comply with the Ecolab Code of Conduct:  
<http://www.ecolab.com/document-library/code-of-conduct/>

### APPLICATION PROCEDURE

If a full-time employee or retiree in good standing completes 25 hours or more of volunteer service within a 12-month period at an eligible nonprofit organization, the company will donate \$200.00 per year to the organization.

Contributions will be disbursed on a first-come, first-served basis.

Ecolab volunteers should complete *Section 1* of the form on the reverse side of this brochure and *forward the entire form* to the eligible nonprofit organization.

The recipient organization will complete *Section 2* and forward the entire form, along with 501 (c) (3) verification, to:

**Ecolab Foundation**  
**370 Wabasha St. N.**  
**St. Paul, MN 55102**  
**or**  
**fax to 651.250.3191**

Matching gift forms must be received at the Ecolab Foundation office by the following dates to be considered for quarterly disbursement: March 15, June 15, September 15, December 1. Forms received after December 1 will not be matched until the following year.