

*H.B. Fuller Company has three established Community Affairs programs. Through these programs we **engage** our employees, **connect** with our communities and **invest** in our mutual interests so that we may initiate and support corporate and community connections.*

Through HBF Invest, the H.B. Fuller Company Foundation will match an employee's gift from \$50 to \$1,000 per year to organizations that qualify under the IRS 501(c)(3) nonprofit tax code.

By providing matching gifts through the H.B. Fuller Company Foundation, **HBF Invest** encourages employees and retirees to make contributions to support educational institutions and arts and cultural organizations. Through **HBF Invest**, H.B. Fuller and its Foundation demonstrate support for nonprofits that invest in improving the quality of life in communities in which H.B. Fuller employees live and work.

Eligibility

HBF Invest is available to all regular full and part-time employees who have been with the company at least three months, retired employees and members of the H.B. Fuller and Foundation Boards of Directors.

Eligible institutions and organizations

The H.B. Fuller Company Foundation matches contributions to nonprofit organizations that qualify under the 501(c)(3) IRS tax code, related to education, arts and cultural organizations as outlined below:

Education

- Elementary and secondary schools in the United States that are either public schools or can demonstrate accreditation by a national or regional accrediting association
- Technical and vocational schools, two-year and four-year colleges, and degree-granting graduate schools in the U.S. that are either operated by a state or local government, or can demonstrate accreditation by a national or regional accrediting association

Arts and culture

- Organizations that promote the arts and culture, including public broadcasting stations, museums, libraries, historical societies, theatres, symphony orchestras, opera and dance companies, zoos, arboretums, planetariums, and cultural preservation societies

Not Eligible

H.B. Fuller does not match contributions to the following organizations: Health organizations/diseases (cancer, heart, multiple sclerosis, etc.); tuition or student expenses; subscription fees; lotteries or raffles; marathons; auctions; alumni dues; gifts by spouses of deceased employees; bequests; pledges; gifts to non-501(c)(3) organizations (clubs, fraternities, sororities, etc.).

The company may, in its sole discretion, elect to decline an application.

Requirements and application forms

1. Individual gifts from \$50 to \$1,000 per employee, per calendar year are eligible for matches. You may request matching gifts for more than one organization as long as the total does not exceed \$1,000.
2. Matching will be based on actual payments completed, not on pledges, nor on commitments for payment in future years.
3. Eligible persons should complete Part 1 of the form and forward it along with their gift to the eligible institution.
4. The receiving institution will complete Part 2 and forward it to the H.B. Fuller Company Foundation.
5. Upon receipt of Parts 1 and 2 and approval by the Foundation, payments will be payable to the institution.
6. **HBF Invest** forms must be received by the Foundation no later than February 28 of the year following the date of the gift.

Additional application forms can be found on *Click* (H.B. Fuller's Intranet site).

Formerly known as Matching Gifts

Questions

Call the Community Affairs Department at 651-236-5217, if you have any questions about this program.

Part 1 Donor

Complete Part 1 and send entire form with your contribution to the institution of your choice. *(Please Print)*

Amount of gift: \$	
Portion to be matched: \$	
To: Name of institution	
Address	
City, State and Zip	

I certify that the information submitted is correct, that my gift complies fully with the provisions of the H.B. Fuller Company Foundation Invest program as described in this brochure. I further understand that misrepresentation of this gift will make me ineligible for any future participation in the H.B. Fuller Company Foundation Invest program.

_____ Employee _____ Director _____ Retiree

Name:	
H.B. Fuller Location:	
Home Address	
City, State, Zip:	

Signature of applicant: _____ Date: _____

Part 2 Institution receiving contribution

Please complete Part 2 and return entire form to:

H.B. Fuller Company Foundation

P.O. Box 64683

St. Paul, MN 55164-0683

Gift amount to be matched:	
Date received:	
Name of organization:	
Address:	
City, State, Zip:	
Name of certifying officer:	
Phone number:	

(Please print)

I certify that this gift satisfies requirements and objectives of the H.B. Fuller Company Foundation Invest program as described in this brochure and that this voluntary gift has been received. I further understand that misrepresentation of this gift will make my organization ineligible for any future participation in the H.B. Fuller Company Foundation Invest program.

Title: _____

Signature: _____

Administrative conditions

H.B. Fuller Company Foundation may suspend, change, or terminate this program at any time. The interpretation, application and administration of the **HB Invest** program shall be determined by the Foundation and its decision shall be final.