



Honda of America Mfg., Inc.

## MATCHING GIFT PROGRAM

### ***Honda's Community Support Philosophy***

The Honda philosophy is to be valued as a member of the community; to effectively participate in advancing our communities socially, economically and educationally. A significant portion of this philosophy is devoted to the importance of company support to the communities in which our associates live and work.

Honda of America, Mfg. (HAM) has established a Matching Gift Program to recognize associates' support to nonprofit charitable organizations within their communities.

### ***Matching Gift Program***

HAM will match associate donations 50 cents on the dollar to eligible organizations. The ***minimum*** associate donation that will be matched is \$25. The ***maximum*** personal donation that will be matched is \$500. (For example, if you donate \$500 to an eligible organization Honda will donate \$250).

You may donate to as many eligible, nonprofit organizations as you desire per calendar year, but the maximum total of your donations, which will be matched by Honda of America, is not to exceed \$500.

All gifts must be personal monetary contributions from the eligible associate and must be paid by cash, check or credit card. Associates must supply proof of the donation to the recipient organization with an application. Your proof of donation may be an official receipt from the organization, a copy of your canceled check or a copy of your credit card receipt.

### ***Associate Eligibility Requirement***

To be eligible for the Honda of America Matching Gift Program the donor must be a regular, full-time or part-time associate of Honda of America and must have worked with HAM for a ***minimum*** of three months.

### ***Organizations Eligible for Matching Gifts Support***

- Graduate and professional schools, four-year colleges, two-year junior and community colleges and technical/vocational institutes that support adult education needs of the community if they:
  - are accredited by an accreditation agency as a degree-granting institution
  - accept students without regard to sex, race, ethnic origin or religious preference
  - are qualified as a charitable organization by the Internal Revenue Service (nonprofit and tax-exempt)
  - are located within the United States or one of its possessions
  - ***Limitations:*** all gifts to educational institutions must be used only for educational purposes and may not be used for memberships, tuition or athletics
- Arts and cultural organizations that benefit the community if they:
  - are nonprofit and charitable and have received from the Internal Revenue Service a letter which determines their nonprofit, tax-exempt status. The numerical code of this letter is 501(c)(3)
  - are incorporated and operate within the United States

## ***Administrative Conditions***

A separate application must be completed for each Matching Gift. Honda of America must receive the completed Matching Gift application from the recipient institution ***no later than 90 days*** after the date of the associate donor's gift. A gift will not be matched unless the organization has received a Final Determination Letter from the IRS approving their not-for-profit, 501(c)(3) tax-exempt status. An organization in the Advance Ruling Period is ***not eligible*** for a Matching Gift.

HAM reserves the right to amend or end this program at any time. If this were to occur, donations made before the applicable amendment or termination date would be matched according to current program terms.

The eligibility of the nonprofit, tax-exempt, charitable organization to receive a Matching Gift will be at the sole discretion of the Honda of America Foundation Board, which will review all Matching Gift applications.

Funds will be distributed on a continuous basis and the associate donor will be advised in writing if the Matching Gift request has been approved or denied and why.

Matching Gift applications as provided must be used. Contact Company Communications at 937-645-8785 with any questions or to obtain an application.



## ***Organizations Not Eligible for a Matching Gift***

The Matching Gift Program ***does not cover*** organizations ineligible for contributions under any state or federal law, primary or secondary schools, political organizations or think tanks, fraternal or veterans' organizations, humane or religious organizations, organizations conducting education and or research to find a cause and cure for a specific disease or illness, hospitals, and nursing or convalescent homes. The Matching Gift Program will not match gifts to United Way campaigns, other federal fund drives, or to institutions outside the United States.

## ***How to Apply for the Matching Gift Program***

To apply:

- Complete the Associate Donor Section on the attached application.
- Enclose proof of your donation to the recipient organization.
- Mail the entire form and proof of your donation to the recipient institution.
- The recipient institution must complete the application and attach a copy of their 501(c)(3) final determination letter, if applicable, and return the forms to Honda of America.
- Upon receipt, the Honda of America Foundation (or its representative) will review the application to determine whether or not a gift will be matched.

**Honda of America's Matching Gift Program Application**

**Associate Donor Form**

To be completed by associate. When completed, attach proof of your contribution to the recipient organization then mail the entire brochure and application to the recipient institution.

**Please complete all requested information by typing in the fields in this electronic document. Print 2 copies - 1 for submission and 1 for your files. (Anything you have typed will NOT be saved.)**

Associate Name

Associate ID Number

Hire Date

Work Location: MAP MMP ELP AEP  
(circle one) EGA IPS Other

Shift: 1st 2nd 3rd Other   
(circle one)

Work Location Phone Number  Coordinator

Home Address

Home City, State, Zip

Home Phone

Which Matching Gift eligible organization have you selected?

(Check only one per application)  Educational  Cultural

Recipient Organization's Name

Contribution Date

Contribution Amount

*Attach to this application proof of your donation to the recipient organization. Proof of your donation may be in the form of an official receipt from the organization, a copy of your canceled check, or a copy of your credit card receipt.*

*Read the following paragraph carefully and sign and date the application where indicated.*

*I will receive no tangible benefit for my gift contribution and the organization noted above does not discriminate on the basis of race, sex, creed or color. My gift is voluntary and made from my own resources.*

Associate Signature

Date

*Mail this entire application and your proof of donation to the recipient organization. They will complete the remainder of the application.*

## Honda of America's Matching Gift Program Application

### Recipient Organization Form

To be completed by recipient organization. Please complete all requested information. Attach to this application a copy of your **IRS Final Determination Letter** of nonprofit status 501(c)(3). If the **Recipient Organization is an Educational Institution**, please complete *Accredited by:* line on the form below.

**Please complete all requested information by typing in the fields in this electronic document. Print 2 copies - 1 for submission and 1 for your files. (Anything you have typed will NOT be saved.)**

Send the complete application with all requested documentation within 90 days of the date of the associates donor's gifts to:



On behalf of your organization, please certify by signing below that:

- You have read and **understand the description of** Honda's Matching Gift Program.
- You did receive the cash gift in the amount noted on the Associate Donor Application.
- Your organization fits Honda's guidelines for support through the Matching Gift Program.
- You are tax-exempt by the Internal Revenue Service under Section 501(c)(3) of the IRS Code or in the case of an Educational Institution please provide in writing below by whom you are accredited.

Accredited By

You received \$  from the associate listed on the Associate Donor Form on  (date)

Organization

Address

Phone

Authorized Person   
(print or type)

Title   
(Executive Director or Comparable Official)

Signature

Date