

IPT Associates Guide

What types of Employees Can Participate? All associates with 6 or more months of service.

Minimum Gift: \$25.00

Maximum Gift: \$200.00 per year per associate

Gift Ratio: 1-to-1

What types of Non-Profits do you match to? Eligible Organizations: Organizations, including those supporting arts and culture, education, environment, wildlife preservation, civic interests, and Health and Human Services, must meet the following criteria to be eligible for corporate matching gifts. Each organization must be:

- a. Recognized by and registered with the United States Internal Revenue Service as a 501(c) (3) charitable organization. Organizations granted tax-exempt status under section 501(c) (3) of the Internal Revenue Code and that file a Form 990 are considered public charities eligible to receive tax-deductible contributions. Their earnings do not pursue any self-interest, pay out profit to benefit private individuals, and no substantial part of their activities should be used to influence legislation or participate directly in political campaigns. These organizations may include accredited Public PreK-12 schools, school districts, or nonprofit colleges and universities in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States.
- b. Documented with a federally issued identification number (FEIN or NCES code) and the names of the governing board members.
- c. Approved by the Managing Partner & CEO to participate in the program.

- 1.1. What is your procedure to apply for the match? To generate the IPT matching gift, the associate submits the Corporate Charity Matching Request Form, available on IPT's company intranet, with documentation of the contribution to Human Resources. The associate may also be required to provide additional information on any organization which is not easily identifiable as an eligible charity or event.