

Jostens Youth Matter - Gift Matching Program

PART I CONTRIBUTOR COMPLETES

Please print or type.

Please read guidelines on the next page before completing this form. Complete **PART I** on this form. Send this form, guidelines and your contribution (or receipt) to the eligible organization of your choice.

Name of Contributor (_____) Daytime Phone Number

Home Address City State Zip Code

Status: Employee Independent Sales Representative

If this gift is directed to a college/university, please indicate your affiliation:
Alumni Trustee

Recipient Organization

\$ _____
Amount of Gift (\$25 Minimum, Maximum \$1000/Year) Date of Contribution

PART II RECIPIENT ORGANIZATION COMPLETES

Please print or type.

Please read the guidelines page and complete **PART II**. **Return entire form, a copy of the contribution receipt, your organization's 501(c)(3) letter and a completed W-9 form to:**

Jostens Youth Matter
3601 Minnesota Drive, Suite 400
Minneapolis, MN 55435

Name of Contributor (\$25 Minimum Matchable) \$ _____
Date Organization Received Gift Contribution Amount

Recipient Organization (_____) Telephone Number

Address City State Zip Code

Please Print Certifying Officer's Name and Title (Signature of Certifying Officer) Date

Rev: 10/2014



Jostens Youth Matter Gift Matching Program Guidelines

The Jostens Youth Matter Gift Matching Program provides employees and sales representatives the opportunity to direct corporate charitable dollars to qualifying higher education institutions and nonprofit organizations that they support.

How does the gift matching program work?

The program will match eligible gifts on a dollar-for-dollar basis up to a 12-month maximum of \$1,000 per contributor. The minimum gift that will be matched is \$25 per organization during a calendar year. Unused allocations cannot be carried forward. Matching is based on actual payment received by the organization, not on commitments or pledges for payments in future years. Administration of the program is handled by Jostens Youth Matter, which reserves the right to determine eligibility of the contribution as well as suspend, change or terminate the program at any time.

Who is eligible to participate in the program?

All full-time employees and independent sales representatives are eligible for the gift-matching program. Employee/Sales Rep must be in active status at time of check processing to qualify.

What organizations qualify for gift matching?

1. Higher education institutions attended by the donor or in which the donor serves as a Trustee. Qualified institutions must be two- or four-year, public or private accredited colleges, universities, graduate, vocational/technical or professional schools where contributor has alumni status. The institution must be non-proprietary, located in the United States and be Recognized by the Internal Revenue Service as eligible to receive contributions deductible for federal tax purposes.
2. Nonprofit organizations that are recognized with tax-exempt status under Section 501 (c)(3) of the Internal Revenue service Code. Examples of qualified organizations are:
 - Educational and social services including literacy and disaster relief programs;
 - Health services (nonprofit and non-proprietary), i.e. hospitals, rehabilitation centers;
 - Public broadcasting stations;
 - Arts, cultural and civic organizations, including theaters, music associations and museums;

- Environmental organizations, including zoos, public gardens, and preservation funds.

Note: supporting memberships are eligible when the tax-deductible portion is \$25 or more. For example, if \$15 of the \$25 supporting membership is tax-deductible, an additional personal \$10 donation must be made to the organization to qualify for a \$25 matching gift from Jostens Youth Matter.

What organizations do not qualify for matching?

- Political or religious-affiliated organizations;
- Social fraternal organizations or auxiliary clubs, i.e. Rotary or Lions clubs;
- Alumni dues, tuition, assessments, athletic or social event tickets, subscriptions, membership or publication fees;
- Individual scout troops or parent-teacher associations that are supported primarily by employee-parents for the benefit or their children;
- United Way contributions; and
- Any organization that represents a conflict of interest for the company.

How is the program administered?

1. Contributor completes Part I and sends form along with contribution to recipient organization.
2. Recipient organization certifies receipt of contribution, completes Part II and sends form **and a copy of the recipient organization's 501(c)(3) letter and a completed W-9 form** to Jostens Youth Matter for processing.
3. The Jostens Youth Matter staff reviews the form for eligibility and completeness.
4. Gift are matched quarterly. The recipient organization is mailed the check and conveyance letter. A gift match notification is emailed to the contributor.

Questions regarding eligibility and requests for additional forms should be directed to jostensyouthmatter@jostens.com.