

**Kalsec Incorporated
2016 Matching Gift Application**

Donor Fills In Top Section

<p>PLEASE TYPE OR PRINT IN INK</p> <p>1. Fill in this section</p> <p>2. Assure form is completed and signed</p> <p>3. Send form with your gift to the organization.</p> <p>The donor's signature below authorizes the recipient organization to report this gift to the Kalsec Charitable Activities Team and apply for a matching gift.</p> <p>The countersignature by the authorized officer of the organization confirms receipt of the employee gift.</p>	<p>Name of Donor (Employee)</p>	<p>Our Address: Kalsec Matching Gifts Program 300 Turwill Lane Kalamazoo, MI 49006</p> <p>Telephone: 269-349-9711</p> <p>Fax: 269-349-7964</p> <p>Email: donations@kalsec.com</p>
	<p>Employee Street Address</p> <p>City, State, ZIP Code</p> <p>Email Address (optional)</p>	
	<p>Name of the Organization Receiving Gift</p> <p>Program designation (if any)</p> <p>Org. Street Address</p> <p>City, State, ZIP</p>	<p>\$ _____ Amount of Gift to be Matched (Min. \$25, Max. \$300)</p>

I, hereby certify that the above donation is entirely my personal contribution, and that it is not in whole or in part the gift of another individual, the sum of the gifts of other individuals, or the gift of any group or organization. I also certify that this gift is solely for the use of the organization named and neither I, nor any member of my family, nor any related third party, will receive any direct or tangible benefit from this gift. I also certify that I've read and complied with the program guidelines.

X _____
Signature Date

Recipient Organization Fills In Bottom Section

<p>1. Verify Donor Section</p> <p>2. Complete this section</p> <p>3. Return to address shown at top right.</p> <p>4. Application must be postmarked no later than January 31, 2017.</p>	<p>Print Name of Authorized Officer Title</p>
	<p>\$ _____ Tax Deductible Portion of Gift to be Matched (Min. \$25, Max. \$300)</p>
	<p>Organization Street Address Phone Number</p>
	<p>City, State, ZIP Web Address (if applicable)</p>

I confirm the above gift was received and this organization is tax exempt under section 501(c)(3) of the U.S. Internal Revenue Code. I also confirm that no more than 15% of our organization's annual budget is for administration and fund raising activities. I further confirm that no direct, tangible benefit will accrue to the donor, to any member of their family, nor to any related third party as a result of this gift and it will be used to support the charitable objectives of the organization.

X _____
Signature of Authorized Officer (Stamped signature is not acceptable) Date

The Program

The Kalsec Incorporated Matching Gifts Program is part of the continuing efforts of Kalsec that benefit the organizations in the communities where Kalsec employees live and work. The program is a voluntary one designed to provide participants with an additional incentive to make periodic contributions benefiting eligible organizations of their own choosing. **This policy is for calendar year 2016.**

How It Works

Kalsec will match all eligible gifts of at least \$25 each but not exceeding \$300 in total gifts per person per calendar year, not to exceed annual budgeted amounts for the program. The minimum applies to each gift a donor may wish to make; the maximum amount that Kalsec will give to any one organization is \$600 per calendar year.

Donations and matching gift application forms must be submitted to eligible organizations by Dec 31, 2016. The recipient organization must then complete and submit the application to the Kalsec Matching Gifts Program by January 31, 2017.

Gifts must actually be paid and not merely pledged. Any payments made directly to the United Way are not eligible for matching due to the Company's direct contribution to this organization.

Gifts must be deductible for federal income tax purposes. Please note that neither Kalsec Inc., the employee, nor any member of their family may directly or indirectly benefit as a result of the matching gift.

Eligible Individuals

Individuals eligible for the program are Kalsec regular full-time employees or regular part-time employees.

Eligible Organizations

Any non-profit charitable healthcare, education, civic, cultural or poverty/crisis relief organization is eligible for the matching gifts program provided it is recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the IRS Code and is not a private foundation. Public schools are also eligible. Kalsec will only process and match employee gifts to religious organizations when the gift is designated to an ongoing *secular community service program* sponsored by these organizations which is open to all persons and does not propagate a belief in a specific faith. These programs must have a formal mission and separate program budget. Further, the benefits of this gift must not be limited exclusively to the organization's members. Some examples of these types of programs are homelessness projects, food banks, shelters, and literacy programs which may be operated by a religious institution. Eligible organizations will have 15% or less of their annual budget for administration and fund raising activities.

Examples of Eligible Organizations

- Eligible health care organizations include: hospitals, hospices, psychiatric/mental health organizations, ambulatory care facilities, long-term convalescent facilities, etc.; as well as a range of national and local health-related organizations, including those whose programs relate to specific diseases.
- Eligible educational organizations include: graduate and professional schools; colleges and universities; public or private secondary, elementary and pre-elementary schools; as well as a range of national and local education-related organizations.
- Eligible civic organizations include a wide range of national and local civic or social service groups, such as community recreational centers, programs for the elderly, halfway houses, poverty relief, crisis centers, women's centers, drug/alcohol rehabilitation organizations, youth programs, conservation groups, legal assistance centers, programs for the disabled, vocational/technical rehabilitation or training, and non-academic research organization.
- Eligible cultural organizations include: aquariums, arboretums, art galleries, arts councils, botanical gardens, cultural/performing arts centers, dance companies, film societies, historical societies/restorations, libraries, museums, music/choral groups, opera companies, orchestras, planetariums, public broadcasting television and radio stations, theater companies, animal shelters and zoos.

Restrictions & Non-Eligible Gifts

The Kalsec Incorporated Matching Gifts Program will NOT contribute matching funds in these cases:

- Forms postmarked after January 31, 2017
- Gifts to organizations that do not have a 501(C)(3) exemption
- Private Foundations or Trust
- Individual or family memberships in organizations
- Gifts to individual research projects
- Pooled gifts
- Alumni dues
- Amounts paid as dues or subscription fees for publication
- Insurance premium payments
- Payments that cover costs of services, tuition, books, or student fees
- Tithes to religious organizations or donations to activities that are primarily for the promotion of religion
- Unitrust or charitable remainder organizations
- In-kind services, materials, supplies or pledges
- Payments made to satisfy legal obligations
- Gifts to partisan political organizations, candidates, or in support of particular legislation
- Gifts to anti-business organizations or organizations that practice discrimination
- Tickets for benefit dinners or events
- Gifts to spouses or surviving spouses
- Gifts made to Donor Advised Funds
- Gifts to organizations who sponsor polarizing or socially divisive issues

Kalsec will determine whether specific grant requests comply with the eligibility requirements, application procedures, and intent of the program. Employees may be requested to provide a copy of the mission statement of the charitable organization to aid in determining eligibility. The decisions of the Company are final, without recourse. While the Company hopes to continue the Matching Gifts Program indefinitely, the company reserves the right to modify or terminate the program at any time.

For additional information, send inquires to: Kalsec Charitable Activities Team
300 Turwill Lane
Kalamazoo, MI 49006