

Please check the appropriate program box and complete Section A:

- MATCHING GIFTS TO EDUCATION**
- GRANTS FOR VOLUNTEERS**
- MATCHING GIFTS FOR VOLUNTEER LEADERS**

You've gone
above.
We take you
beyond.

Section A: To be completed by volunteer or donor (please print)
Employee Data

Employee Name _____

MWV Employee Identification (ID) Number _____

Home Address _____

City _____ State _____ ZIP Code _____

MWV Division or Subsidiary Name _____

MWV Location (City/State) _____

Daytime Telephone Number (including area code) _____

Recipient School or Organization Name _____

School/Organization Address _____

City _____ State _____ ZIP Code _____

Check appropriate box

- Public School Private School – must be tax-exempt under Internal Revenue Code Section 501(c)(3)
- Tax-exempt under Internal Revenue Code Section 501(c)(3)
- Government/Public Organization

Gift Data

Amount (minimum \$25) _____ Date of Gift _____

Form of Gift: Cash _____ Name of Security _____

Shares _____

Volunteer Service Data

I have performed _____ hours of volunteer service during calendar year _____ (minimum 25 hours).

Description of volunteer activity _____

Please confirm one of the following:

- Matching Gifts to Education**, I hereby confirm that the gift listed to the left has been made in the amount indicated and does not represent payment for tuition, books, fees, athletic ticket privileges, or items purchased through school fundraising activities.
- Grants for Volunteers**, I hereby confirm that the volunteer service listed to the left has been performed in the amount of time indicated.
- Matching Gifts for Volunteer Leaders**, I hereby confirm that the gift listed to the left has been made in the amount indicated.

Print Employee Name _____

Print Spouse Name (if gift/volunteer service made by spouse) _____

Employee Signature _____ Date _____

Spouse Signature (if gift/volunteer service made by spouse) _____ Date _____

Section B: To be completed by the educational institution/nonprofit/recipient school or government/public organization

Required

Please confirm one of the following:

- Matching Gifts to Education**, I hereby confirm that the gift described in "Section A" of this application has been received in the amount indicated; that it does not represent payment for tuition, books, fees, athletic ticket privileges, or items purchased through school fundraising activities; that the matching gift will be used only for academic purposes; and that the information pertaining to this organization as a qualified recipient is correct.
- Grants for Volunteers**, I hereby confirm that the information pertaining to this organization as a qualified recipient is correct and the volunteer service described in "Section A" has been completed by the above-named MWV volunteer.
- Matching Gifts for Volunteer Leaders**, I hereby confirm that the gift described in "Section A" of this application has been received in the amount indicated, that the donor is a member of this organization's Board of Directors/Board of Trustees, and that the information pertaining to this organization as a qualified recipient is correct.

Signature of Authorized Representative _____ Date _____

Print Name and Title _____

Daytime Telephone Number (including area code) _____

E.I.N. Number _____

If Volunteer Leader:

Volunteer's Title with Organization _____ Amount of Gift _____

Completed applications for volunteer service or donor gifts provided during a calendar year must be received by the Foundation no later than March 31 of the following year. Mail applications to:

PROGRAM GUIDELINES

MATCHING GIFTS TO EDUCATION –

PURPOSE

Elementary and secondary schools and higher educational institutions that provide exemplary learning opportunities are essential to the success of MWV, its employees, and the communities where it operates. The Foundation has established the Matching Gifts to Education program to encourage employee giving and support for education.

DONOR ELIGIBILITY

- Salaried and hourly full-time and part-time employees.
- Spouses of eligible employees.

ORGANIZATION ELIGIBILITY

- Fully accredited U.S. elementary, secondary, and post-secondary educational institutions (including colleges, universities, graduate schools, junior colleges, and nonprofit technical institutes). Accreditation will be determined by listing in a recognized accreditation publication. Matching gifts will also be made to qualified independent college funds and foundations (e.g., United Negro College Fund, Virginia Foundation for Independent Colleges).
- Private schools must be tax-exempt, public charities classified as 501(c)(3) organizations by the IRS.

GIFT LIMITATIONS

- The Foundation will match, on a dollar-for-dollar basis, gifts of \$25 or more, up to a joint annual maximum of \$2,500 for an employee and his or her spouse. Gifts may be made to more than one institution, but the aggregate amount must not exceed \$2,500 for an employee (including spouse).
- Gifts cannot benefit an employee or family member.
- The Foundation's matching gift is restricted to academic purposes.
- Donations to school-related organizations (i.e., PTAs, PTOs, school foundations) are eligible to be matched if the organization has been designated as a 501(c)(3) organization by the IRS. Otherwise, the Foundation's matching gift will be made to the school. It is the donor's responsibility to work with the school to determine if and how the funds can be directed to the school-related organization.
- Gifts must be personal contributions made (not merely pledged) in cash or in the form of securities which have a quoted market value. The matching gift will be in the form of cash. The value of a security for matching purposes will be the average of the highest and lowest quoted selling prices of the security on the date of contribution. Gifts may be designated for specific purposes (i.e., scholarships, capital fund drives, etc.); however, the Foundation's matching grant can be used only for academic purposes.

PROCEDURES

Donors should check a program box and complete "Section A" of the Matching Gifts to Education application and send it along with the contribution or proof of gift to the educational institution.

GRANTS FOR VOLUNTEERS –

PURPOSE

Encouraging employee community volunteer involvement is a strong tradition at MWV. The Grants for Volunteers program recognizes the personal volunteer service time employees and their spouses provide to charitable and community-service organizations.

VOLUNTEER ELIGIBILITY

- Salaried and hourly full-time and part-time employees.
- Spouses of eligible employees.
- There is an annual joint maximum for employees and their spouses of three grants per year.
- Volunteers must perform a minimum of 25 hours of personal time service per calendar year (Jan.-Dec.).

ORGANIZATION ELIGIBILITY

- Tax-exempt, public charities classified as 501(c)(3) organizations by the IRS.
- Public and private educational institutions operating in the U.S. (private schools must be recognized as tax-exempt entities under section 501(c)(3) of the Internal Revenue Code).
- Government entities (e.g., volunteer fire and rescue squads; parks & recreation departments).
- Faith-Based Organizations – community social service and education volunteer activities affiliated with a faith-based organization that serve the public regardless of religious belief are eligible to receive grants. Examples of eligible activities include but are not limited to: food pantries, soup kitchens, and home building and renovation projects. Grants will be made payable to the faith-based organization but restricted to the community social service activities. Volunteer service for other areas of church/religious organization activities or operations (i.e., worship services, Sunday School, classes, youth groups, retreats, or fundraisers) does NOT qualify.

Organizations Not Eligible*

- Political groups are not eligible.
- Veterans' organizations that are classified as 501(c)(19) are not eligible.

* Individual youth activity organizations (i.e., Boy Scouts, Girl Scouts, recreational/sports teams) may not be directly eligible. However, parent/sponsor organizations may be eligible. Grants will be issued to the 501(c)(3) organization or government entity.

AMOUNT OF GRANT

The grant amount is \$250.

A volunteer may apply once during the calendar/school year for each organization receiving the required minimum amount of volunteer service time.

Individual organizations may receive up to \$5,000 per year through this program.

PROCEDURES

Volunteers should check a program box and complete "Section A" of the Grants for Volunteers application and send it to the recipient school or organization.

MATCHING GIFTS FOR VOLUNTEER LEADERS –

PURPOSE

Nonprofit organizations that collectively address a broad spectrum of needs and interests are essential to any community. Effective nonprofit leadership requires a substantial commitment of time and talent. The Foundation established the Matching Gifts for Volunteer Leaders program to recognize the leadership involvement of MWV employees and their spouses and to enable them to leverage their financial support for the organizations they help govern.

DONOR ELIGIBILITY

- Salaried and hourly full-time and part-time employees.
- Spouses of eligible employees.
- The donor must be a member of the governing Board of Directors/Board of Trustees of the organization to which the contribution is being made.

ORGANIZATION ELIGIBILITY

- Tax-exempt, public charities classified as 501(c)(3) organizations by the IRS.
- Institutions **not** eligible under this program include the following: fraternal, veterans, religious (except for nonsectarian social service activities), political or advocacy, business, trade or professional, social, or other membership groups.

GIFT LIMITATIONS

- The Foundation will match, on a dollar-for-dollar basis, gifts of \$25 or more, up to a joint annual maximum of \$5,000 for an employee and his or her spouse. Gifts may be made to more than one institution, but the aggregate amount must not exceed \$5,000 for an employee (including spouse).
- Gifts must be personal contributions made (not merely pledged) in cash or in the form of securities which have a quoted market value. The matching gift will be in the form of cash. The value of a security for matching purposes will be the average of the highest and lowest quoted selling prices of the security on the date of contribution. Gifts may be designated for specific purposes (i.e., specific programs, capital fund drives, building, or equipment, etc.); however, the Foundation's matching grant will be unrestricted as to use.

PROCEDURES

Donors should check a program box and complete "Section A" of the Matching Gifts for Volunteer Leaders application and send it along with the contribution or proof of gift to the recipient organization.

Completed applications for volunteer service or donor gifts provided during a calendar year must be received by the Foundation no later than March 31 of the following year.

ADMINISTRATION OF THE PROGRAM

All MeadWestvaco Foundation Programs are administered by the officers and Board of Directors of the MeadWestvaco Foundation and may be suspended or changed at any time. Interpretation, application, and administration of the programs shall be determined by the officers and Board of Directors and their decisions shall be final.