



A MESSAGE TO OUR COMMUNITY VOLUNTEERS

Since its founding in 1882, Matson has supported the needs of the communities in which we do business, in the Hawaiian Islands, on the U.S. Mainland and now across the Pacific. Matson's dedicated and hard working employees have ensured our company is a recognized leader in the transportation business, moving forward as we help our communities grow.

We also recognize our employees are leaders in their communities, in ways which extend beyond occasional service, and that contributions of personal time and expertise are valuable. Giving time to help the needs of others is perhaps the greatest gift of all. We recognize the donated time and talent to qualified charitable organizations by 'matching' that gift of time with a \$250 donation from the Matson Foundation.

This is a *volunteer* matching gifts program, through which your *volunteer time* triggers cash support from the Matson Foundation. Thank you for being an active member of our community and for your generous participation in bettering your world.

Sincerely,

A handwritten signature in black ink, appearing to read "MJC", with a long horizontal line extending to the right.

Matthew J. Cox

President and Chief Executive Officer
Matson, Inc. and
President, Matson Foundation

BACKGROUND

The Matson Foundation Volunteer Matching Gifts programs has been established as a way of showing support for Matson employees who volunteer their time for community projects, and to encourage others to better their communities through volunteer service.

EMPLOYEE ELIGIBILITY

Non-bargaining employees of Matson, its divisions or subsidiaries, with at least one year of continuous employment, are eligible to participate.

AMOUNT OF MATCHING DONATION

Matson Foundation will match an employee's volunteer hours based on a fixed rate of \$250 for 25 hours of volunteer service. Employees may request up to two volunteer matching gifts in 2012, for a combined total of \$500, but may request only one gift per organization. The maximum any recipient organization may receive via this program per year is \$1,000. Applications for amounts exceeding these individual and organizational totals are ineligible for matching and will not be carried forward.

RECIPIENT ORGANIZATION ELIGIBILITY

Please review the following to ensure the recipient institution receiving your volunteer gift is eligible. However, final determination of any institution's initial and continuing eligibility and participation will be made by the Matson Foundation.

Recipient agencies must be non-profit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code, to which contributions are deductible for income tax purposes. Recipient agencies must be located within the United States.

CONSTRAINTS

Time spent simply as a member of an organization is *not* eligible for a volunteer matching gift.

Volunteer matching gifts *may not* be applied to membership fees; tuition payments; unpaid pledges; insurance premium payments; dues to alumni or other groups; subscription fees for publication, tickets for cultural or sports events.

The Volunteer Matching Gifts program is not available to any organization which discriminates in any way that is inconsistent with Matson's equal opportunity policies.

SERVICE CRITERIA

Volunteer service is accrued for activities and projects beyond simple membership participation. Examples include service as a board member or board officer, responsible committee role, special event assistance or participation. Volunteers must not accept compensation for their time. Verification of volunteer hours will be made by Matson.

DESIGNATION OR RESTRICTION OF GIFT

Gifts contributed by Matson Foundation will be restricted to the club, chapter, or affiliate for which the employee has provided volunteer support.

FUNDS FOR VOLUNTEER MATCHING GIFTS

Matson Foundation will allocate a portion of its funds for volunteer gift payments each year. Should eligible application be received after available funds have been exceeded, they will be carried forward and considered in the ensuing calendar year unless additional funds are authorized.

EMPLOYEES – RETAIN THIS PAGE AND USE THIS SPACE BELOW FOR YOUR RECORDS

Volunteer service for:

Date Form Sent to Agency:



APPLICATION FOR VOLUNTEER MATCHING GIFTS - 2012

please print or type

APPLICATION PROCEDURE

Step 1. Employee Volunteer obtains an application form, completes the volunteer portion of the form, records the date and hours spent as a volunteer for a particular organization, holding the form until volunteer service has been completed.

Step 2. *Within 30 days of completing service*, but no later than January 15, 2013, the Employee Volunteer submits the form to the Recipient Institution for verification of hours; the Recipient Institution or the Employee may forward it to Matson Human Resource Department (see address) by mail or fax.

Step 3. Matson HR Department verifies the Employee Donor's eligibility and forwards the form to the Matson Foundation where the Recipient

Institution's eligibility is verified and the Employee Volunteer's eligibility will be coordinated with a predecessor program offered through June 2012 by the A&B Foundation.

In a timely manner, a matching gift check will be sent to the Recipient Institution. The Volunteer also will be notified of the volunteer matching gift payment.

Application Mailing Address:

Matson Foundation, Attn: Matching Gifts Program
P.O. Box 899, Honolulu, HI 96808

Fax: (808) 848-1272

Questions? Email: giving@matson.com

STEP 1:

EMPLOYEE VOLUNTEER SECTION:

Please complete all of Step 1 and submit once 25 hours of volunteer service is complete.

A. Employee Volunteer Information

Matson Company, Subsidiary, Division

Print or Type Full Name

Department/Location

Home Address

Date of Employment

City, State, Zip Code

B. Recipient Organization

Name

Phone Fax

Address

Email

City, State, Zip Code

Website (if available)

C. Volunteer Record (Attach sheet if additional space is needed)

Date	Purpose/Project	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grand Total: _____

Volunteer's Signature

C. Presentation of \$250 Check (Select One)

- I would like to personally deliver the check to the organization.
- Please mail the check to the organization.

STEP 2:

RECIPIENT SECTION

Please complete and mail entire page to: Matson Foundation, Attn: Matching Gifts Program, P.O. Box 899 Honolulu, HI 96808 OR Fax: (808) 848-1272 OR Email: giving@matson.com

A. Verification of volunteer service

This is to certify that _____ (employee) volunteered at least 25 (twenty-five) hours for _____ (institution name) as shown on page 2.

B. Recipient eligibility and contact information

We have reviewed the eligibility requirements of the Matson Foundation Volunteer Matching Gifts program described below and certify that our institution meets these requirements.

_____ Name of Organization	_____ IRS 501 (c)(3) Tax ID Number
_____ Address	_____ City, State, Zip Code
_____ Name and Title of Certifying Officer	_____ Signature
_____ Telephone	_____ Email
_____ Fax	_____ Date of Signature

RECIPIENT ELIGIBILITY

Agencies must be nonprofit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code. They must promote the general welfare and common good of the communities. Agencies NOT eligible include religious or fraternal groups, political organizations or organizations which promote a hobby or benefit only the employee or the employee's family. The agency must not exclude anyone's participation due to race, creed or religion.

STEP 3:

EMPLOYMENT INFORMATION VERIFIED:

Human Resource Approval _____ Date: _____

INSTITUTIONAL ELIGIBILITY AND VOLUNTEER HOURS VERIFIED:

Matson Foundation Approval _____ Date: _____

STEP 4:

VOLUNTEER MATCHING GIFT PROCESSED:

_____ Date: _____