

Community Connections

The Power of Two

Matching gifts program for employee volunteers



The Power of Two is a matching gifts program designed to encourage Otter Tail Power Company employees to continue to be active in their communities, volunteering their time to their favorite nonprofit organizations. This program also provides employees with opportunities to be involved in selecting organizations that Otter Tail Power Company supports.

Employees who contribute a minimum of 24 hours of personal volunteer time a year to one qualifying nonprofit organization are eligible for one \$100 donation made payable to that organization. Each employee is eligible for one donation to one organization each year.

How the program works

- An employee will volunteer at least 24 hours of personal time between January 1 and December 31. Employees may not pool hours.
- Employees and qualifying nonprofit organizations will submit the completed application form by March 15 of the following year. Employees must be sure that the nonprofit organization has sufficient time to verify hours and submit the final form before the deadline.
- Otter Tail Power Company will batch requests and send one check to each qualifying organization. The check stub will list the participating employee volunteers.
- The program will not match volunteerism designated to benefit a particular individual or any activity that affords the volunteer personal benefits such as gifts, services, tickets, or products.

Eligible organizations

The Power of Two supports qualifying organizations located in Otter Tail Power Company's service territory that are tax exempt under 501(c)(3) of the IRS Code. Qualifying organizations will render services in the broad classifications of arts and culture, community and civic affairs, health and human services, and the environment. Contributions to educational institutions are not eligible for *The Power of Two* at this time. (Please refer to the Matching Gifts for Higher Learning program to support education.)

Ineligible organizations

- Educational institutions.
- Civic groups that are not tax exempt under IRS 501(c)(3), including fraternal, social, union, or veteran organizations.
- Institutions or organizations with a primary purpose of promoting a particular religious faith or creed.
- Organizations that promote a political party or candidate or that advocate particular public policy positions.
- Organizations with philosophies or missions that may conflict with Otter Tail Power Company policy positions or that may cause negative publicity for the company.

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PART 1 – Volunteer information. To be completed by the employee volunteer. Please read the program guidelines before completing this form. Send the completed form to the qualifying organization when you've met your minimum volunteer hours. **Deadline for submission is March 15 of the following year.**

Name of employee _____ Employee ID _____
Please type or print

Address _____

City/State/ZIP _____

Department/Customer Service Center/Plant _____

Nonprofit organization name _____

Date submitted (DD/MM/YY) _____

Total number of personal hours volunteered between January 1 and December 31 _____

Brief summary of your volunteer activities _____

I understand that The Power of Two donation will be made to one qualifying nonprofit organization for which I have volunteered a minimum of 24 hours of unpaid volunteered time from January 1 through December 31.

Signature _____ Date: _____

(Please sign and forward this form to your nonprofit organization for verification.)

Part 2 - Nonprofit information. To be completed by the qualifying nonprofit organization. Submit by March 15.

The organization identified below received the volunteer information described in Part 1 of this form and is tax exempt under Section 501 (c) (3) of the Internal Revenue Code. Corporations may deduct contributions to this organization on their federal income tax returns.

Nonprofit organization name _____ Federal Tax ID _____

Address _____

City/State/ZIP _____

Telephone number (_____) _____

Person completing form (please print) _____

Title _____ Date completed _____

I confirm that the volunteer named above has met the minimum hours to be eligible for this donation from January 1 through December 31 during the previous year.

Signature _____ Date: _____

Please return this completed form **no later than March 15** to:
Becky Luhning, Otter Tail Power Company, 215 South Cascade, Fergus Falls, MN 56537
Questions? Please contact Becky Luhning at bluhning@otpc.com or at 218-739-8206.