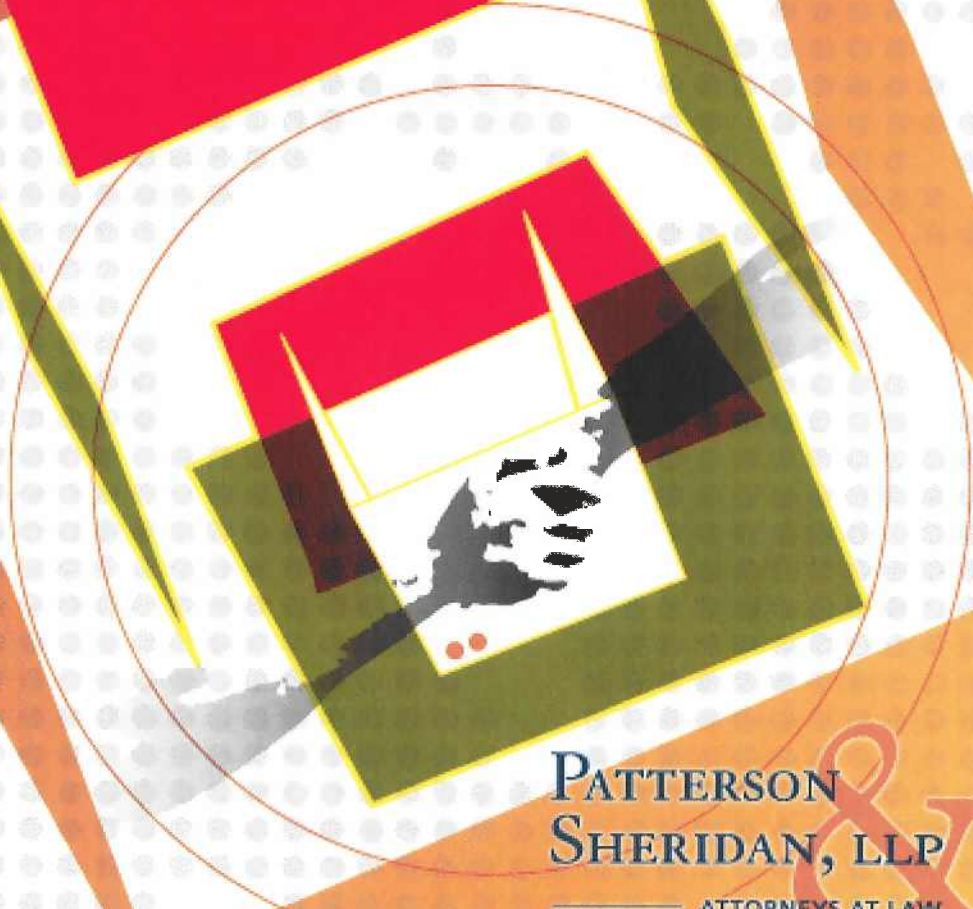


Matching Gifts

Multiply your Charitable Contributions



PATTERSON
SHERIDAN, LLP
ATTORNEYS AT LAW

Matching Gift Program

Purpose: To support and encourage involvement in the community

Policy: To match charitable giving and recognize direct community involvement

Procedure:

Qualifying Participants:

Full-time employees that work at least 37.50 hours per week are eligible to participate in the program.

Qualifying Gifts and Community Involvement:

Patterson & Sheridan, LLP will match, on a dollar-to-dollar basis, personal gifts of money or stock over \$35 to any qualified nonprofit organization. Gifts up to a maximum of \$500 will be matched in any calendar year.

Payments for dues, subscriptions, tuition, tickets, fees, etc. are not eligible for matching. Memberships to community and cultural organizations will be considered for the tax-deductible portion of the membership.

Patterson & Sheridan, LLP will make an additional volunteer bonus match of an employee's gift up to a maximum of \$500 per employee per calendar year for those employees who hold a non-paying leadership position with a qualifying organization that involves regular volunteer time. This involvement must be certified by the organization.

Qualifying Organizations:

To qualify, the organization must be tax-exempt as described in Section 501(c)3 of the Internal Revenue Code.

The following types of organizations **do not** qualify for Patterson & Sheridan, LLP matches:

- Intermediary funding groups that raise money to distribute to other charities such as The United Way.
- Religious organizations, such as churches, temples and other houses of worship, or those whose main purpose is to foster a particular faith or creed. Gifts to seminaries, theological institutions and Bible colleges also are ineligible for matching funds.
- Organizations whose policies are inconsistent with national equal employment opportunity policies or discriminate against a person or a group on the basis of race, ethnicity, religion, national origin, sex, disability, gender, political affiliation or age.
- Fraternities, sororities, honor societies and campus organizations.
- Social, political and veterans' organizations.
- Educational institutions.

- Organizations whose purpose or policies are inconsistent with Patterson & Sheridan, LLP's giving philosophy and guidelines.

How to Apply for Matching Gifts:

1. Complete Part I of the Matching Gift Application. Complete the volunteer bonus match box in Part I if you wish to apply for a volunteer bonus match.
2. Mail the Matching Gift Application with your contribution directly to the recipient organization.
3. The recipient organization then completes Part II of the form and mails the Matching Gift Application to the Patterson & Sheridan, LLP Matching Gift Program within six months of the date of your gift in order to receive matching funds.
4. Upon receipt of the completed and approved application, Patterson & Sheridan, LLP will match your gift and forward the match directly to the recipient organization. Matching gifts are distributed on a quarterly basis.
5. An annual acknowledgement of the gifts made on your behalf during a given calendar year will be sent to you no later than January 31 of the following year.

If you are uncertain about whether an organization qualifies for a matching gift, or if you have a matching gift question, contact the Matching Gift Administrator at 713-623-4844. Patterson & Sheridan, LLP's decision regarding an organization's eligibility will be final.

All questions concerning the interpretation, application or administration of the Matching Gift Program will be decided upon by Patterson & Sheridan, LLP in its sole discretion. Patterson & Sheridan, LLP reserves the right to decline to match a contribution, as well as the right to alter or terminate the program.

Patterson & Sheridan, LLP Matching Gift Application

PART I (to be completed by employee) Please print.

Employee Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Telephone: _____

Office: TX NJ CA NC

Gift Information:

Date of Gift: _____

Recipient Organization: _____

Program Designation: _____

Tax-Deductible Gift Amount: \$ _____

Volunteer Bonus Match only:

In addition, I am applying for a Volunteer Bonus Match in the amount of \$ _____ * to be made to the above organization based on my service as a volunteer for (length of time)

_____ in the capacity of

_____. Brief description of my activities: _____

*Not to exceed amount of contribution (\$500 maximum).

Check Credit Card

Employee Certification Statement:

I certify that my gift is not a payment for services, tuition, dues or tickets; is not subject to reimbursement; and does not serve any purpose other than to be a contribution. If my gift is in the form of a membership, I certify that the specified amount represents only the tax-deductible portion of the gift.

Employee Signature: _____

Date: _____

PART II (to be completed by organization) Please print.

Federal Tax I.D. No. (EIN No.): _____

Organization Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email address: _____

Website address: _____

I certify that the gift indicated has been received, and it will be used to support the primary objectives of the organization, which is classified as a tax-exempt organization under Section 501 (c) 3 of the U.S. Internal Revenue Code, and that:

- (1) This is an eligible organization;
- (2) The gift meets all of the requirements listed in the Guidelines;
- (3) Neither Patterson & Sheridan, LLP nor the employee received goods, services or other quid pro quo for the amount given as defined in the relevant IRS rules and regulations; and
- (4) If the employee is applying for a Volunteer Bonus Match, employee holds a nonpaying position with the organization serves as a board member or regularly volunteers the employee's time.

If your organization is not a major, well-known charitable organization, please enclose a copy of the tax determination letter from the IRS stating that you are a 501 (c) 3 organization and your mission statement.

Any inaccurate certificate provided by an organization may result in such organization being barred from further participation.

Name: _____

Title: _____

Signature: _____

Date: _____

Gift (tax-deductible) Amount Received: \$ _____

Return forms to:
Patterson & Sheridan, LLP
Matching Gift Program
3040 Post Oak Boulevard, Suite 1500
Houston, Texas 77056
713-623-4844

Volunteer of the Year Award

Purpose: To recognize outstanding community involvement in a community organization

Policy: A donation of \$500 will be made to the recipient's community organization

Procedure:

Eligible participants:

With the exception of Partners of the firm, full-time employees are eligible to be considered. No charitable gift by nominees is required. The community organization must meet the criteria of the organizations recognized by the Matching Gift Program.

Nominations:

Nominations will be solicited annually between the Tuesday following Labor Day and November 1st.

Nominations must be completed using the Volunteer of the Year Award form. Incomplete forms will not be considered.

Nomination forms can be submitted by anyone with direct knowledge of the employee's outstanding community service.

Determination:

The nominations will be initially screened to determine eligibility. Partners of the firm will review eligible nominations and determine the annual recipient. Recognition of the award will be placed in the employee's permanent file.