

## Employee Matching Gift Program Request Form

**Eligible Individuals:**

All full-time employees of Russ Reid. Spouses and other dependents may not participate.

**Eligible Organizations:**

All nonprofit organization and institutions located in the United States that are recognized by the Internal Revenue Service as tax-exempt under 501(c)(3) of the Internal Revenue Code or as a public charity or publicly supported charity under Section 509(a)(2) of the Code. These include such categories as rescue missions, world relief organizations, education, health, youth, aged, environment, art, humanities, public radio and television, but excludes religious, political or fraternal organizations and professional associations.

**Eligible Contributions:**

Donations made by employees up to \$500 will be matched by Russ Reid if all criteria are met. An employee may give to more than one eligible organization or institution, with Russ Reid matching up to two such gifts totaling no more than \$500 in individual contributions in any one fiscal period. The contribution must be a personal gift from the eligible employee; it may not be a payment for which any reimbursement is made or for which any tangible benefit is received; and it must be paid, not merely pledged.

Donations are eligible only when made by the employee on or after their hire date with Russ Reid.

**The Process:**

1. The employee must complete the Matching Gift Request Form, attach a copy of the donation check or receipt and submit it to Kerri Bormacoff in HRIS for approval.
2. After approving the donation for matching funds, a check will be sent to the designated organization and the employee making the contribution will be notified that the gift has been matched.

Russ Reid reserves the right to determine the eligibility of the employee and the organization or institution in determining whether Russ Reid will be obligated to match the original contribution.

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\_\_\_\_\_  
Name of Recipient Organization or Institution

\_\_\_\_\_  
Street                      City                      State                      Zip

Amount of personal gift                      \$ \_\_\_\_\_                      Date Given: \_\_\_\_\_

Amount of matching gift request                      \$ \_\_\_\_\_

Employee's relationship (if any) to recipient organization: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

**APPROVAL:** \_\_\_\_\_

Kerri Bormacoff