

**RUSS REID COMPANY
EMPLOYEE MATCHING GIFTS PROGRAM**

Russ Reid Matching Gift Form

TO: _____
NAME OF RECIPIENT ORGANIZATION OR INSTITUTION

STREET CITY STATE ZIP

Amount of my personal gift \$ _____ Date given _____

Amount of matching gift request \$ _____

Employees relationship (if any) to recipient organization: _____

SIGNATURE OF EMPLOYEE PRINT OR TYPE FULL NAME

STREET CITY STATE ZIP

Eligible Individuals:

All full-time employees of The Russ Reid Company (RRC). Spouses and other dependents may not participate.

Eligible Organizations:

All nonprofit organizations 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 exclude religious, political or fraternal organizations and professional associations.

Eligible Contributions:

Donations made by employees up to \$500 will be matched by RRC if all criteria are met. An employee may give to more than one eligible organization or institution, with RRC 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 RRC.

The Process:

1. The employee must complete the Matching Gifts Request Form, attach a copy of the donation check or receipt, and submit it to Kerri Bormacoff 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.

RRC reserves the right to determine the eligibility of the employee and the organization or institution in determining whether RRC will be obligated to match the original contribution under this program. RRC also reserves the right to change, revoke, suspend or terminate this program at any time without prior notice to any employee, organization or institution involved.

APPROVAL: _____
Kerri Bormacoff