

Matching Gifts Program



PURPOSE

Southwestern/Great American, Inc. Matching Gifts Program is designed to inspire and encourage employees to make regular contributions to eligible learning institutions of their choice. By matching your gifts, Southwestern/Great American, Inc. is pleased to join you in exhibiting support for education.



ELIGIBILITY

Participants

Full-time employees who have completed at least 12 months of continuous service with Southwestern/Great American, Inc. are eligible to participate.

Gifts

The gift must be made personally by the eligible donor in cash, check, or securities.

The minimum contribution that will be matched is \$50. Contributions may be made to more than one institution, but Southwestern/Great American, Inc. will match a maximum of \$2,000 per donor per calendar year.

Matching gift checks will be sent to Recipient Institutions once a year, generally within 90 days of the close of the calendar year. Applications received later than February 15 will be processed the following year.

The company reserves the right to at any time determine whether a gift shall be matched and to change or terminate the Matching Gifts Program.

Institutions

Any institution of learning (preschool, elementary school, high school, junior college, four-year college, university, graduate school, technical school, or specialty school) located within the United States or its possessions is eligible, if it is qualified to receive tax deductions under section 501 (C) of the Internal Revenue Code. Gifts for or in lieu of tuition are not eligible. Gifts to educational units within these institutions are eligible; however, gifts to cover alumni dues or athletic specialty groups are not eligible.



INSTRUCTIONS

Employee Donor

Please complete the Gift Transmittal Section. Send your contribution, along with the original copy of the Matching Gifts Program Application to the Recipient Institution. The Recipient Institution will complete the Recipient Certification Section and return the original copy of the Application to Southwestern/Great American, Inc. The company will send its matching gift directly to the eligible Recipient Institution. A copy of the completed Application will be forwarded to you as acknowledgement that the gift has been matched.

If you have any doubt about the eligibility of any institution to receive a matching gift, consult the Chairman's Office at Southwestern/Great American, Inc. (615-391-2602) before making your contribution.

Recipient Institution

Upon receipt of the contribution with the Matching Gifts Program Application, please complete the Recipient Certification Section. Return the original copy of the entire Application to Southwestern/Great American, Inc. (Chairman's Office), P.O. Box 305140, Nashville, TN 37230.

Southwestern/Great American, Inc. will match the Employee Donor's gift by sending a check directly to the eligible Recipient Institution.



Matching Gifts Program Application

GIFT TRANSMITTAL SECTION

(To be Completed by Southwestern/Great American, Inc. Employee Donor. Forward Application to Recipient Institution after Completing this Section.)

TO: _____
Recipient Institution Name *Date Gift Was Transmitted*

Recipient Institution Mailing Address *City* *State* *Zip*

Enclosed is my personal gift, which consists of: (1) Cash or check for \$ _____
 (2) Securities with quoted market value on date of gift of \$ _____

Amount and description of securities (Name of issuer; number of shares of stock; principal amount of bonds or other obligations):

Employee Donor Signature *Employee Donor Mailing Address*

Employee Donor Name (Print or Type) *City*

Employee Donor Employment Date *State* *Zip*

Note: A copy of the completed Application will be forwarded to the Employee Donor as acknowledgement once the gift has been matched.

RECIPIENT CERTIFICATION SECTION

(To be Completed by Recipient Institution.)

Note: After completing Recipient Certification Section, return entire Application to the Chairman's Office.

Matching gift checks will be sent to institutions once a year, generally within 90 days of the close of the calendar year. Applications received later than February 15 will be processed the following year.

TO: Matching Gifts Program
 Chairman's Office
 Southwestern/Great American, Inc.
 P.O. Box 305140
 Nashville, TN 37230

I further certify that contributions to the recipient institution are charitable contributions as defined in Section 501(C) of the Internal Revenue Code.

The above described gift in the amount of \$ _____
 received on _____
Date Gift Was Received

was made by _____
Name of Southwestern/Great American, Inc. Employee Donor

President of Institution (Print or Type) *Financial Officer Name and Title (Print or Type)*

to: _____
Recipient Institution Name

Date Certification is Mailed to Southwestern/Great American, Inc. *Financial Officer Signature*

Recipient Institution Mailing Address

City *State* *Zip*