

# Donor

To be completed by donor and mailed to recipient entity.

Name (please print)

Employee number

Check one

Employed by

Retired from

Amount of gift

Date of gift

\$

*(If gift is securities, please furnish details)*

Name of entity to which gift is made

I certify that the above gift is made from my own funds (or from the funds of an eligible charitable trust, foundation, etc.) and that the gift is made with the understanding that I will receive nothing of value for this gift.

Signature

Date

# Receipt

Name and address to be filled in by donor. This section will be returned to you for your records. Please be sure your address is contained in the area indicated.

Name

Address

City

State

Zip

# Recipient

To be completed by recipient entity and mailed to:

Scripps Howard Foundation, Vickie Martin, Matching Gift Program Coordinator  
P.O. Box 5380, Cincinnati, OH 45201-5380

Donor's name

Amount of gift

Date of gift

\$

This is to certify that (name of recipient entity)

Address

City

State

Zip

has received the above gift, that it is not restricted to the athletic department or an athletic scholarship fund, that it is not in payment of tuition, subscription fees for publications, books, memberships, dues to alumni or other groups, unpaid pledges, bequests; and that the matching gift will not be used for any such payment.

Name of certifying official (please print)

Title

Phone number

( )

Signature

Date

**FOR FOUNDATION USE ONLY. Please do not write below this line.**

Amount of gift

Date of gift

\$

Recipient Entity

An unrestricted gift has been mailed to the above entity in recognition of your gift. The Scripps Howard Foundation is pleased to match your gift and we hope our program will encourage increased individual giving.

**For more information contact:**

Vickie Martin, Matching Gift Program Coordinator  
vickie.martin@scripps.com  
P.O. Box 5380, Cincinnati, OH 45201-5380  
(513) 977-3034 or 1 (800) 888-3000, ext. 3034



**SCRIPPS HOWARD  
FOUNDATION**

Matching Gift forms may be completed online at [www.scripps.com/foundation](http://www.scripps.com/foundation) in the Employee Programs section.

## MATCHING GIFT PROGRAM

Recognizing the need for support of education and philanthropy, the Scripps Howard Foundation Matching Gift program doubles the financial contributions of employees, directors and retirees of The E. W. Scripps Company and Scripps Howard Foundation. Personal gifts to eligible institutions are matched 1:1.

# Your key to additional resources.

### Eligibility

Eligible recipients include: pre-school; elementary and secondary schools; collegiate-level, professional or technical schools; two-year, junior, community and four-year colleges and universities and graduate schools; any tax-exempt (501 [c] [3]) fund, foundation or association (classified as a public charity) whose purpose is to raise funds, transmit gifts or sponsor programs for colleges or college students; and literacy organizations.

Entities must be located within the United States, be tax-exempt, non-profit, non-proprietary and be accredited or approved by a nationally recognized accrediting agency, a state department of education, a state university or operated under public control.

### Gifts

Gifts must be personal contributions made, not merely pledged, in cash or securities. The minimum gift is \$25. There is no limit to the number of gifts or entities eligible for matching funds, within the \$3,000 maximum per year. Securities are valued for matching purposes at their quoted market value at the close of trading on the day the gift is made.

Donors may make unrestricted gifts, or they may designate their gifts for specific projects, but may not receive anything of value in return. The Scripps Howard Foundation's matching gifts will be unrestricted.

### To Participate

Donor (employee, director or retiree) completes the **Donor** and **Receipt** portions of the form and forwards it with his or her gift to the recipient entity.

The recipient entity completes the **Recipient** portion of the form and forwards it to the Scripps Howard Foundation.

Once the Scripps Howard Foundation verifies the eligibility of the donor and recipient entity, a matching gift check is sent to the recipient entity and the donor is mailed a receipt giving notification of the matching gift payment.

*The Scripps Howard Foundation may suspend, change or terminate this program at any time. The administration of the program's provisions shall be determined by the Foundation, and its decisions shall be final.*