
SHORETEL MATCHING GIFT FORM

To use this form, please follow the instructions below:

1. Complete Part A by tabbing through each field starting with the organization name.
2. Print the form and sign where indicated in Part A.
3. Send the form (page 2) to the organization with your gift.
4. The organization will complete Part B of the form and return it to the address indicated on the form.

WHO CAN GIVE

All ShoreTel employees are eligible to submit a Matching Gift Request.

HOW MATCHING GIFT WORKS

Dollar for dollar, ShoreTel will match up to \$100 per calendar year in contributions you make to eligible charitable organizations and/or educational institutions. ShoreTel will match gifts of cash, personal checks, or credit cards. Eligible employees must make contributions of personal gifts of \$25 or more. The contribution must be actually paid, not pledged.

MANY ORGANIZATIONS ARE ELIGIBLE

Matching Gifts is designed to honor the diversity of employee giving at ShoreTel by supporting a broad spectrum of organizations and institutions.

ShoreTel will match your gifts to:

Charitable Organizations with a U.S. Department of Treasury 501(c) (3) public charity status and recognized charitable organizations in other countries where employees reside. ShoreTel does not match gifts to individuals, private foundations, political or religious organizations (with the following exception). ShoreTel will consider matching gifts to religious organizations when the gift is designated to an ongoing secular community service program sponsored by these organizations and does not propagate a belief in a specific faith. These programs must have a formal mission and separate program budget. Further, the benefits of the gift must not be limited exclusively to the religious organizations members. Some examples of these types of programs are homelessness projects, food banks, shelters and literacy programs. ShoreTel will only match gifts originating from the employee's personal funds and the employee cannot receive any goods or services for the contribution.

Educational institutions including private and public degree-granting colleges and universities, two-year colleges, graduate and professional schools, technical and specialized schools, and publicly and privately supported primary and secondary schools. Only charitable contributions to these institutions are eligible for matching gifts. Tuition payments cannot be paid directly or indirectly through this program.

TO REQUEST A MATCHING GIFT

Complete Part A of the form and mail it, along with your gift, to a qualified organization. The organization will complete Part B and return the entire form to ShoreTel Matching Gifts Program.

ShoreTel Matching Gifts Program



PART A: EMPLOYEE

Mail the completed form with your contribution to the organization (incomplete information may result in a delay in matching).

Organization Name _____

Secular Community Service Program Designation (if applicable) _____
(Required if gift is through a religious organization)

Mailing Address _____

Type of Organization: ☐ Arts/Cultural ☐ Civic ☐ Education ☐ Environment ☐ Human Services

(Amount of Gift) (Date of Gift) Made By: ☐ Cash ☐ Check
☐ Credit Card

Please match my cash gift with this amount _____

Employee Name Jamie Singer

Signature _____

PART B: INSTITUTION -OR- ORGANIZATION

ShoreTel must receive the matching gift form from your organization by January 31 in order for this match to be applied to the employee's matching limit for the prior calendar year.

Please type or print. If this is the first time you are requesting a matching gift from ShoreTel, please enclose a copy of your Department of Treasury 501(c)(3) tax-exempt document and mail the form and any attached receipts:

ShoreTel Matching Gifts Program
c/o Human Resources
960 Stewart Drive
Sunnyvale, CA 94085

Eligible charitable organizations are those with U.S. Department of Treasury 501(c)(3) public charity status and recognized charities outside the U.S where employees reside. ShoreTel does not match gifts to religious organizations unless the gifts are designated to an ongoing secular community services program sponsored by these organizations.

I certify that the gift in the amount of \$ _____ and form indicated was received on _____,
and that this organization is an eligible recipient as specified on this form. *Please type or print information below.*

Amount Donated \$ _____ Date Received _____ / _____ / _____

Donor Name _____

Organization _____ Tax ID _____

Address _____

City/State/ZIP _____

Phone _____

Signature of Officer (not a stamp) _____

Print or Type Full Name _____

Title of Officer _____