



Soapstone Networks, Inc. Employee Matching Gift Program Guidelines

Soapstone Networks, Inc. Matching Gift Program provides an opportunity for the Company to join with its employees in supporting the improvement of the quality of life in the communities in which our employees live and work.

How Matching Gifts Work

Soapstone will match employee cash contributions paid (not pledged) of \$25 or more to an eligible, non-profit organization within the calendar year. Maximum company match per employee is \$500 per calendar year. Soapstone will only match gifts originating from the employee's personal funds.

Who Can Give

All full-time and part-time, regular employees are eligible to participate in the Matching Gift Program. Contractors, interns, co-ops, temporary staff, and vendors are not eligible for this program.

Organizations Eligible

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

Soapstone will match your gift to:

Charitable organizations with a Department of Treasury 501(c)3 public charity status. These organizations consist of social services, disease research, environmental organizations, homelessness projects, food banks, shelters and literacy programs, as well as hospitals and museums. The organization or program must have a formal mission and separate program budget. Further, the benefits of the gift must not be limited exclusively to the organization's members. The company does not match gifts to private foundations, charitable gift funds (donor advised funds), political organizations or religious organizations. Soapstone 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 the belief in a specific faith.

Educational institutions including private and public degree-granted colleges and universities, two-year colleges, graduate and professional schools, technical and specialized schools, seminaries and theological schools, and publicly and privately supported primary and secondary schools. Soapstone will also match gifts to tax-exempt alumni funds, foundations and associations whose exclusive purpose is the support of one of these educational institutions. Parent Teacher Associations (PTA) which are recognized by the IRS as tax exempt under section 501(c)3 are also eligible. *Please note that only charitable deductions to these institutions are*

eligible for matching gifts and that tuition and associated payments are not considered a gift and cannot be paid directly or indirectly through this program.

Funding federations, such as United Way, that provide financial support and advocacy for a group of member non-profit agencies. Federations must also have 501(c)3 public charity status.

Community foundations with a 501(c)3 public charity status. Matching Gifts to Community Foundations will be considered if the foundation provides a mission statement as well as a letter indicating that Soapstone funds will be distributed according to the Soapstone Matching Gift guidelines.

Arts and Cultural organizations such as: Arts councils, United Arts funds, Symphony orchestras, Opera and dance companies, cultural or neighborhood art centers, libraries and museums, historic preservation/restoration organizations, land trusts, including parks and sanctuaries (to qualify, the recipient organization must own the land) planetariums, science centers, botanical gardens and zoos.

Organizations must be open to, and operating for the benefit of the general public and recognized by the IRS as tax exempt under section 501(c)3 .

Ineligible Organizations

The following are not eligible to participate:

1. Political organizations.
2. Organizations primarily promoting religious purposes or those requiring participants to be of a certain faith or to participate in programs or receive services.
3. Private foundations, donor advised funds, person trusts.
4. School District Foundations whose sole purpose is raising money for its constituent member schools that individually are eligible.
5. Athletic teams, booster clubs or support organizations.
6. Fraternities, sororities.
7. Organizations that discriminate on the basis of a person's race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristics protected by law.
8. Organizations that do not comply with the USA Patriot Act.

Gift Matching Process

Complete Part 1 of the attached Matching Gift form and submit along with your gift to a qualified organization. The organization should complete Part 2 and return the entire form to the Soapstone Systems Matching Gift Program c/o Diane Brown, Director Human Resources. Matching checks will be distributed quarterly to eligible organizations. The dates the matching forms must be received by in order to be included in the next quarterly matching check disbursements are below:

Date Form Must Reach Office

December 24th
March 24th
June 24th
September 24th

Quarterly Payment Date

January 31st
April 30th
July 31st
October 31st



Employee Matching Gift Program Request Form

INSTRUCTIONS (Please type or print)

Donor:

- Complete Part 1 of this Form – one for each gift.
- Send the form and a copy of the program guidelines with your contribution to the recipient organization.

Recipient Organization:

- Verify the gift by completing Part 2 of this form.
- Enclose a copy of your IRS 501(c)3 IRS determination letter and a copy of your mission statement.
- Forward to the address below.

PART 1 – DONOR SECTION	PART 2– RECIPIENT SECTION
Donor Name	Organization Name
Daytime Telephone	Employer Identification Number
Email Address (work or home)	Street Address
Home Address	City, State, Zip
City, State, Zip	Telephone Fax Number
Full Name of Recipient Organization	Email Address
Type of Gift: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Website Address
Date of Gift	Amount of Gift
Amount of Gift	Tax-deductible Amount
Amount to be Matched	Date Received
<ul style="list-style-type: none"> I have read the Soapstone Matching Gift Program guidelines, and this contribution fully complies with the provisions of the program, and does not include resources from other people or institutions, does not represent payment for tuition or a payment in lieu of tuition, and does not represent a payment directly or indirectly for services. 	<p>I hereby certify that:</p> <ul style="list-style-type: none"> We have received the gift described in Part 1 which represents the gift of one person only and will be used to support the primary objectives of the organization. This Organization is located in the USA and is recognized as a public charity under Section 501(c)3 of the U.S. Internal Revenue Code.
Signature: Donor Date	Signature: Officer of Organization Date
Mail this form, along with your donation, directly to the recipient organization.	Officer's Name and Title
	<p>Recipient Organization should send completed form to: Soapstone Networks, Inc. ATTN: Diane Brown, Human Resources 296 Concord Road, Suite 308 Billerica, MA 01821</p>

Matching gift payments are made on a quarterly basis, in the quarter following the receipt of information. For more information call 978.715.2307, fax 978.715.2397, or email: dbrown@SoapstoneNetworks.com.