

Suburban Propane and Affiliates
Charitable Contributions Match Program Guidelines

Employees are responsible for consulting the most recent version of this policy, which is posted on the Suburban Propane intranet

Scope: The policy applies to all active employees.

Information

The Suburban Propane Charitable Contribution Match Program has been established to encourage employees to support organizations that help others by supplying health, welfare, other life-enhancing services and accredited colleges and universities.

Through this program, Suburban Propane gives employees the opportunity to determine a portion of the Partnership's gifts to charities and accredited colleges and universities. Gifts made by eligible employees to qualified organizations will be matched on a dollar-for-dollar basis.

Eligible Gifts

Suburban Propane will match certain independently made employee contributions up to a maximum of (a) \$500 per active employee per calendar year.

The contribution must be made by check or charge. The contribution must be a completed gift; pledges or bequests do not qualify.

Any portion of payment for which the donor receives any form of consideration (subscriptions, tickets, etc.) is not eligible for a matching gift under the Program. In addition, "in-kind" donations (i.e., services) are excluded.

Eligible Participants

At the time of the contribution, the donor must be an employee of Suburban Propane LP or one of its affiliates.

Eligible Institutions

The Matching Program is designed to support charities and accredited collegiate institutions. Suburban Propane does not intend to use the funds to support or send a message of any political or religious point of view.

To be considered for a matching gift under the Program, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.

Partial List of Eligible Charities:

- Aids Foundation
- American Cancer Society
- American Heart Association
- American Lung Association
- American Red Cross
- AVON Breast Cancer
- Best Friends Animal Society
- Big Brother/Big Sister
- Boy Scouts
- Childreach
- Cystic Fibrosis Association
- Girl Scouts
- Local animal shelters
- Local fire houses
- Local food banks
- Local hospitals
- March of Dimes
- Mothers against Drunk Driving (MADD)
- Public Broadcasting System (PBS)
- Save The Children
- Special Olympics
- Sunshine Foundation

The list includes some national and many local organizations. However, this list is not intended to be all-inclusive. If an employee wishes to contribute to a charity or institution not listed above and expects company match of the contribution, please contact the Human Resources Service Center first to assure the charity will be approved for the program.

Not Eligible for Matching Program:

Suburban Propane excludes from charitable contribution match eligibility:

- ▶ Religious Institutions
- ▶ Political Action Organizations
- ▶ Fraternal, Professional or Service Organizations

Administration

The funding and administration of the Program will be provided by Suburban Propane. Any necessary interpretation regarding this program will be made by the Senior Vice President-Administration; his decision will be final. Although not anticipated, Suburban Propane reserves the right to suspend, change, or revoke this Program at any time. For more information, please call the Human Resources Service Center.

Instructions for the employee:

1. Complete the attached form. All forms must be submitted to the HR Service Center for consideration within 90 days of the date the gift was made. However, in the event of a charitable donation that is payable in installments, employees may elect to submit the match request within 90 days of the payment of the final installment, provided that the request documents the series of payments for which the match is sought.
2. Provide a copy of the check to the charitable organization and a receipt from the charitable organization. The receipt must include the mailing address of the charitable organization and their federal tax id number.
3. Send the form, copy of check and receipt to:

**Suburban Propane
Human Resources Service Center
P.O. Box 206
Whippany, NJ 07981**

Fax: 973-515-5983

Email: hr_service_center@suburbanpropane.com

Once approved and processed, Suburban Propane will send a letter and the check directly to the charitable organization. You will also be notified of the approval.

Suburban Propane
Charitable Contributions Application Form

To be completed by the employee (Please type or print)

Employee Name (Last) (First) (Initial)

Street Address (Home)

City

State

Zip Code

Business Unit Name/Location

Email Address

To be considered for a matching gift under the Program, the organization must qualify under Section 501(c)(3) of the Internal Revenue Code.

Name of Organization

Organization's Contact Name

Mailing Address of Organization

City

State

Zip Code

Telephone Number of Charitable Organization

Federal Tax ID Number

Amount of Gift

Date of Gift

"I certify that I qualify as an eligible employee of Suburban Propane and that I am making this gift under the conditions stated on this form, and in compliance with the Suburban Propane Charitable Contributions Match Program at Suburban Propane."

Signature of Employee

Date

Return form, copy of check to charitable organization, and a receipt from charitable organization showing address and federal tax id number to:

**Suburban Propane
Human Resources Service Center
P.O. Box 206
Whippany, NJ 07981**

Fax: 973-515-5983

Email: hr_service_center@suburbanpropane.com