

Suhr Risk Services
Corporate Charitable Giving and Matching Program Form

Employee Section:

Employee Name:

Telephone Number:

Email Address:

Please complete this section for Volunteer time:

Name of organization:

Volunteer Date(s):

Description of work/project:

Total number of Volunteer Hours worked:

Please complete this section for monetary donations to be matched:

Name of organization to which the donation was made:

Total donation amount to be matched:

I certify that this gift is made entirely from my own personal assets or from my own time invested with this organization, and that it is not in whole or in part the gift of another made through me. Neither my family nor any other designated individual received goods for services in exchange for the charitable gift that I made. To the best of my knowledge, this organization and gifts falls within the guidelines of Suhr Risk Services Gift Program as stated in the Eligibility section of this form.

Employee Signature

Date

Recipient Organization Section:

Legal Name of Organization:

Address:

Telephone Number

Email Address:

Federal Tax ID Number:

Purpose of Organization:

This is to certify that the gift of cash in the amount of \$_____ and/or volunteer time totaling _____ hours as stated in the Employee Section of this form was received by our organization as a contribution. To the best of our knowledge, this gift meets the criteria for Suhr Risk Services Gift Program as described in the Eligibility Section of this form. I further confirm that we are a non-profit, tax exempt organization per section 501(c)(3) of the Internal Revenue Code (U.S. only). Any matching funds received by Suhr Risk Services will be designated for the same purpose as the employee's original contribution. No goods or services have been or will be given to either Suhr Risk Services or any individual in exchange for this contribution.

Authorized Signature

Print Name

Title of Signer

Date Signed

Recipient organization: Please return the completed form to: Suhr Risk Services, Attention: Finance Department, 5300 Stevens Creek Blvd., Third Floor, San Jose, CA 95129

Recipient Organization Eligibility Section:

The organization receiving Suhr Risk Services funding must meet the requirements of the Internal Revenue Code Section 170 for corporate contributions. The recipient organizations must be tax exempt, non-profit and hold a current Section 501 (c)(3) determination letter from the Internal Revenue Service and be classified as a public charity. All gifts must be able to be deducted by the individual for federal income tax purposes.

In addition, the following types of organizations, programs or projects are deemed to be Not Eligible under this Policy by Suhr Risk Services:

- ★ Political and religious organizations. However, entirely secular “social service” and academic programs/projects of religious organizations may be considered for matching or VTO.
- ★ Organizations/projects that promote a hobby.
- ★ Organizations that are membership-based (booster clubs, fraternities, sororities).
- ★ Organizations that discriminate on the basis of age, disability, religion, ethnic origin, gender, sexual orientation, or any other category protected by applicable law.
- ★ Athletic programs, athletic scholarships, tournaments, youth and adult sports leagues, recreational activities.

Employees: Please include this page when sending your donation matching form to the recipient organization