

# **ARTHUR M. BLANK FAMILY OF BUSINESSES** **MATCHING GIFT PROGRAM**

(Revised May 1, 2015)

## **Objective**

The Matching Gift Program is designed to give all full-time associates an opportunity to increase their support of worthy charitable causes that reflect their personal values. The AMB Group's 1-to-1 match doubles the impact of every dollar donated by an associate.

## **Eligible Associates**

The Matching Gift Program is a benefit available immediately to all active full-time associates of The Blank Family of Businesses. Contributions must be from associates individually, and not from spouses or family members.

## **Eligible Contributions**

Contributions must be actual donations of \$50.00 or greater, not pledges, made directly to an eligible organization. The AMB Group's matching gift must be in addition to any personal contribution made by the associate. For instance, if an associate pledges or promises \$2,000 to an organization, the associate must contribute a total of \$2,000 of his or her own funds. The promise cannot be met with a payment of \$1,000 by the associate and \$1,000 by the AMB Group.

AMB Group does not match bequests, insurance premium payments or deferred giving programs.

Donations must be purely charitable, with the donor receiving no benefit or gift as a result of the contribution. In addition, the donation must be the donor's personal contribution, not funds provided by other individuals or groups.

AMB Group will match gifts made in the form of marketable securities (e.g., shares of a publicly traded company). A gift of securities will be valued at the mean market price on the day the gift is made.

## **Eligible Organizations**

Non-profit organizations recognized by the Internal Revenue Service as tax exempt under Section 501(c)(3) of the Internal Revenue Code and as a public charity or a publicly supported charity under Section 509(a) of the Code are eligible to receive matching gifts. See exceptions below.

## **Ineligible Organizations**

The matching gift program excludes:

- Organizations that engage in discrimination on the basis of age, race, national or ethnic origin, religion, marital status, sex, sexual orientation, disability or veteran status.
- Gifts to individuals
- Dinners, exhibits, conferences, and sports or other events
- Houses of worship (e.g., churches, synagogues, mosques, etc.)
- Political campaigns
- Advertising campaigns
- Organizations identified by the Philanthropic Advisory Service of the Council of Better Business Bureaus as having questionable financial practices
- Organizations outside of the United States

### **Provisions of the Matching Gift**

The matching gift program will provide a one-to-one match on associate contributions of \$50.00 or greater (excluding the value of goods or services received by the associate). In other words, for each dollar the associate contributes, the program will contribute a dollar. The maximum matching gift contribution per associate per calendar year is \$5,000.

### **How to Apply for a Matching Gift**

Please contact the Matching Gift Coordinator at the Blank Family Office with any questions regarding the Matching Gift Program.

To apply for a matching gift, complete the Associate Section of the matching gift application form and forward it along with your contribution or online giving receipt to the organization. The recipient organization then completes the Recipient Organization Section of the form and returns it to the Matching Gift Coordinator at the Blank Family Office. The organization should include a receipt acknowledging the donation and its 9-digit Taxpayer Identification Number (to verify 501(c)(3) tax status).

The Recipient Organization must return all of the completed required forms to the Matching Gift Coordinator for processing. Please note that in order for Matching Gift to be counted toward the current year's Matching Gift Program, the form must be received by the Matching Gift Coordinator by November 15. If the form is received after November 15, the donation will be counted as a contribution in the following year and paid in January.

### **Administrative Conditions**

AMB Group may suspend, amend or discontinue the program at any time and reserves the sole right to determine whether any specific gift shall be matched. Associates must be sensitive to the need to keep their personal gifts separate from the matching funds provided by AMB Group when the gifts are announced by a recipient organization.

If the organization to which you make a donation does not complete the form or attach the appropriate documentation, you will be asked to follow up with the group. If that follow up does not result in successful documentation, the gift will not be matched.