

Matching Gifts Program

Part A Donor Procedures

Complete and sign Part A. Please print. Send form to recipient institution.

*Circle the eligible category:
(See eligibility requirements
on reverse side)*

1. Accredited College or University
2. Accredited Private Elementary or Secondary School
3. Public School District
4. Hospital, Nursing Home, Hospice Program
5. Performing or Visual Arts Organization
6. Museum
7. Library
8. Public Radio or Television Station
9. Historical Society
10. Nature Center; Botanical or Zoological Garden
11. Health and Wellness

Employee ID Number Donor Name: First Middle Initial Last
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Home Address Daytime Phone

City, State, Zip

Donor Status: (Check one)

- Active full-time
 Active part-time
 Director

Company: (Check one)

- Corning Inc.: Work Location _____
 Subsidiary: Name of Subsidiary _____
 Other: Name of Business _____

Gift of: \$

Cash Amount or Securities No. of Shares Company

To:

Eligible Institution City/State

For:

Gift to be used for (if unrestricted, leave blank)

Date gift made:

Certification: I hereby certify that the above donation is my voluntary, personal contribution and that I was not reimbursed by a loan or gift from any other person(s) or institution. *This gift does not represent any form of tuition, fees or services. My contribution will not be used for religious or political programs, or to fulfill any religious or political commitment.*

_____/_____/_____
Donor Signature Month/Day/Year

Part B Institution Procedures

Senior management at recipient institution must complete and sign Part B of this form, and send **within 90 days from the date of the gift**, to **Corning Incorporated Foundation, MP-BH-07, Corning, New York 14831.**

I hereby certify that a **gift of: \$** _____
Cash Amount or Securities No. of Shares Company

Excluding the tax deductible amount, the value of membership, subscription, product, etc. that must be subtracted from gift amount: \$ _____

Has been received by (legal name of eligible institution) Employer Identification Number

From (full name of donor)

Certification: I certify that this institution is tax-exempt as defined by the United States Department of the Treasury under Sections 501(c)(3) and 509(a) of the Internal Revenue Code. *I certify that the donor's gift does not represent payment of tuition, fees or services. This gift will not be used for religious or political purposes, or to fulfill any religious or political commitment.* By my signature, we acknowledge that we anticipate receiving a matching contribution from the Corning Incorporated Foundation in the amount equal to the contribution from the individual whose name is set forth above.

Senior Manager Name (print) Title Senior Manager Signature (required)

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Street Address Telephone

City, State, Zip E-mail Website address

**Photocopies of the
completed form will not be
accepted.**

**Incomplete forms will be
returned**

*If the organization is new to
the program, please provide
descriptive literature and a
copy of 501(c)(3) and 509(a)
tax exemption.*

Matching Gifts Program

The Matching Gifts Program is sponsored by Corning Incorporated Foundation to encourage financial support of certain nonprofit institutions operated for the public good. The Foundation will contribute \$1 for every \$1 gift made by eligible Corning employees and directors.

- The minimum gift is \$25.
- The individual maximum is \$7,500 per calendar year. The donor's limit is based on the date of the gift.
- The organization maximum is \$25,000 per calendar year. This limit is based on the date of the employee gift.
- Completed forms must be submitted for a matching donation within **90 days from the date of the gift**.

Eligible Individuals

- Full-time and part-time employees of Corning, or a domestic or foreign subsidiary in which Corning owns directly or indirectly more than 50 percent of the voting stock.
- Directors and Directors Emeriti of Corning and its eligible subsidiaries.

Eligible Institutions

To be eligible to receive matching funds, an institution must operate **exclusively** as one of the following:

- Accredited College or University
- Accredited Private Elementary or Secondary School
- Public School District
- Hospital, Nursing Home, Hospice Program
- Performing or Visual Arts Organization
- Museum
- Library
- Public Radio or Television Station
- Historical Society
- Nature Center; Botanical or Zoological Garden
- Health & Wellness

In general, these institutions must be recognized by the United States Department of the Treasury as tax-exempt organizations under Sections 501(c)(3) and 509(a) of the Internal Revenue Code. A tax-exempt foundation collecting funds for a single eligible institution qualifies for matching funds.

Eligible Gifts

- Personal contributions paid, not pledged or accumulated.
- Cash or securities. If securities, the value will be ascertained as the last sale or published bid price on or before the date the stock is donated, determined by the Foundation at its sole discretion.
- Unrestricted gifts and contributions designated for a specific purpose or project, but not a specific individual.

Administrative Conditions

- The Foundation reserves the right to audit institutional records and documents pertaining to this matching program and to request supporting donor documentation it considers necessary.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final. Application forms may be obtained from the Foundation or accessed by employees through Corning's intranet site.
- Value of any membership fee, subscription, product, premium, ticket or other type of reimbursement must be subtracted from the gift amount.
- Trustees may at any time amend or discontinue the matching program, but no amendment or discontinuance shall affect the obligation of the Foundation to match gifts made prior to such amendment or discontinuance.
- **If the Foundation finds any misuse of funds or these guidelines by the institution, its participation in the Matching Gifts Program will end. Any employee donor misuse of this Program or these guidelines may result in legal and/or disciplinary action up to, and including, employment termination.**

Additional Information

Corning Incorporated Foundation

MP-BH-07
Corning, New York 14831
(607) 974-8722
www.corningincfoundation.org

Revised: 6/30/2015

Eligible Institutions

Corning Incorporated Foundation contributions under the Matching Gifts Program are made solely to 501 (c) (3) and 509 (a) organizations in the following categories. Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Corning Incorporated Foundation. Their determination shall be final.

1) Colleges, Universities

An accredited institution which offers a two-year, four-year or advanced degree.

(Note: Gifts must be made to the College or University; however, they may be designated for a specific school or program operated and managed by the College or University. Reference: National and/or regional and/or state accreditation.)

2) Private Elementary or Secondary Schools

An institution, academic in purpose with professional staff, which offers elementary (grades 1-6, 7,8), and/or high school (grades 8 or 9-12) or combined programs. School programs must be certified by the state and offered on a regular schedule.

Montessori elementary/secondary school programs that are certified by the state and offered on a regular schedule.

3) Public School Districts

An educational institution supported by local, and/or state and/or federal taxes, which offers grades K-12.

(Note: Gifts must be made to the School District; however, they may be designated for a specific school, scholarship or program operated and managed by the District. These programs or scholarships must be certified by the District Superintendent as an integral part of the educational program.)

4) Hospitals, Nursing Homes or Hospice Programs

A state certified, general and/or specialized acute care facility, as well as nursing homes, and state certified Hospice programs (which aid the terminally ill and their families).

5) Libraries

A repository for literary materials such as books, periodicals, newspapers and audio visual materials, which loans and/or exhibits the collection to the public on a continuous basis.

6) Museums

An institution that owns and utilizes tangible objects, cares for them and exhibits them to the public on a continuous basis.

7) Performing or Visual Arts Organizations

An institution which provides instructional and/or exhibition programs in the visual arts, dance, creative writing, drama, and music; and/or an organization that present performances for the public in the areas of music, drama and/or dance on a continuous basis.

8) Public Radio or Television

Radio and/or television stations licensed by the Federal Communications Commission.

9) Historical Societies

An institution devoted to the acquisition of artifacts, and/or the study of the history of either a specified area or event(s), with activities available to the public; but not a sole restoration or preservation effort.

10) Nature Centers, Botanical or Zoological Gardens

An institution that owns and/or operates land set aside to be conserved for the study and appreciation of the natural environment; inclusive of wildlife, and botanical and zoological gardens. Must be open to the public.

Zoological Garden: A garden or park where wild animals are kept for exhibition

Botanical Garden: A garden often with greenhouses for the culture, study and exhibition of special plants

11) Health and Wellness

An organization dedicated (that is, operating exclusively) to education, awareness and research about the causes, treatment and search for a cure of a major human illness; specifically, a disease and/or disorder charity, including an organization that raises funds for illness-related medical research.