

JACOBS ESTS GROUP GIFT MATCHING PROGRAM

For eligibility guidelines, procedures, and program administration, please see the reverse side of this form

PART A: DONOR (INDIVIDUAL OR TEAM)

Complete Part A and forward this form, along with your donation, to the Receiving Organization. All requested information *must* be provided. If a photocopied form is used, please copy both sides. PLEASE PRINT or TYPE.

EMPLOYEE NAME (INDIVIDUAL/TEAM)

DIRECTORATE

HOME ADDRESS

MAIL CODE

CITY, STATE, ZIP

EMAIL

HOME PHONE

WORK PHONE

DONATION TO (NAME OF ORGANIZATION)

PURPOSE (Civic, Cultural & Arts, or Educational)

DATE OF GIFT

AMOUNT (in whole dollars)

(Minimum \$25 with up to \$50 matched for Individual)

(Minimum \$100 with up to \$1000 matched for Team)

I hereby certify that the information I have provided is complete and correct, that my gift fully complies with the program provisions stated on the reverse side of this form, and I understand that only the tax-deductible portion of my donation is eligible for matching by Jacobs ESTS Group.

EMPLOYEE SIGNATURE: _____

DATE: _____

Part B: RECEIVING ORGANIZATION

Complete Part B (only) and return to: Jacobs Sverdrup ESTS Group, Care to Share Committee, P.O. Box 9030, Huntsville, AL 35812
For information: Voice: 256-716-4649 Fax: 256-716-4723 email: ests@jacobs.com

NAME OF ORGANIZATION (Use only the name reflected on IRS Form 501(c)(3))

Federal Tax ID No. (EIN)

DATE GIFT RECEIVED

MAILING ADDRESS

AMOUNT RECEIVED

CITY, STATE, ZIP

TAX DEDUCTIBLE PORTION

TELEPHONE

FAX

EMAIL ADDRESS

I hereby certify that the gift by the individual identified in Part A has been received by an organization that is tax exempt under the Internal Revenue Code Section 501(c)(3) and that the gift fully complies with the program provisions stated on the reverse side of this form.

PRINTED NAME: _____

TITLE: _____

JACOBS ESTS GROUP GIFT MATCHING PROGRAM

The Jacobs ESTS Group is committed to improving the quality of life in the communities in which our employees and their families live and work. The Jacobs ESTS Group Gift Matching Program provides an opportunity for the company to join with employees in supporting this commitment. Under this program, the company, subject to the provisions listed below, will match contributions by eligible individuals to charitable organizations:

Eligible Donors

- * Regular, full-time Sverdrup employees.
- * An "individual" donor is a single Sverdrup employee.
- * A donor "team" is a minimum of two Sverdrup employees. A team raises money for an eligible organization by participating in a sponsored fundraiser.

Matching - General

- * The gift matching "program year" is October 1 through September 30.
- * All gifts will be matched on a dollar-for-dollar basis.
- * The contribution must be a personal gift, paid (not merely pledged) by check, cash or credit card.
- * Maximum amount payable to an eligible organization is \$8000 per year.

Matching - Individual

- * Maximum matchable donation per employee is \$50 per year.
- * Minimum gift is \$25. Matching is on whole dollars only.

Matching - Team

- * Maximum matchable donation per team is \$1000 per year.
- * Minimum gift is \$100. Matching is on whole dollars only

Administration

- * After verification that the donor, receiving organization, and gift meets program provisions, Sverdrup Care to Share committee will issue checks to match forms received prior to December in January, prior to March in April, prior to June in July, and prior to September in October. Forms received after a cutoff date will be processed in the following quarterly period.
- * The Sverdrup ESTS Group reserves the right to suspend, limit, change, revoke, or terminate this program at any time.
- * All determinations concerning program eligibility, criteria, or participation are solely within the discretion of The Sverdrup ESTS Group.
- * Forms must be processed within 1 year of the date of the gift. After 1 year, the gift is no longer eligible for matching.
- * Questions can be addressed via email: caretoshare@sverdrup.com

Procedure

DONOR: Complete Part A only and mail entire form together with your contribution to the receiving organization (named in Part B on the front of this form)

INSTITUTION RECEIVING GIFT: Complete Part B and return form to:
Sverdrup ESTS Group
Care to Share Committee
6703 Odyssey Drive Suite 303
Huntsville, AL 35806

First-Time Match: If your institution has not previously received funds matched by Sverdrup ESTS Group, please review eligibility guidelines and include the following documentation *only* with your *first* request for gift matching.

For Civic, Cultural & Arts Charities: Include copy of Internal Revenue Service (IRS) 501(c)(3)-designation and published information about the organization (brochures, mission statements).

For Educational Institutions: Include copy of appropriate accreditation certification or state certification.

Eligible Institutions - General

All civic, cultural & arts, and educational organizations must be located in the United States and must be recognized by the Internal Revenue Service as institutions to which contributions are deductible for federal income tax purposes.

Eligible Institutions - Civic

Tax-exempt organizations involved in civic and public activities or public services are eligible. Organizations eligible for gift matching are limited to the following areas:

- * Community activities
- * Economic development organizations
- * Hospitals
- * Medical research organizations
- * Funds established for emergency response (tornado, hurricane, etc.)
- * Scouting organizations

Eligible Institutions - Cultural & Arts

Organizations must be open to and operating for the benefit of the general public and recognized by the Internal Revenue Service as tax exempt under sections 501(c)(3). Organizations eligible for gift matching are limited to the following areas:

- * Performing arts companies in dance, drama, opera, and music
- * Arts and cultural centers
- * Science centers
- * Public libraries
- * Museums
- * Zoos, aquariums, and botanical gardens
- * Land trusts, including parks and sanctuaries (to qualify, the recipient organizations must own the land)
- * Public radio and public television stations
- * Historical societies

Eligible Institutions - Educational

The Higher Education Directory, published annually by Higher Education Publications, Inc., will be used as the sole accreditation guide for higher education. Elementary and secondary schools must be registered or accredited by the state in which they are located.

Eligible educational institutions are limited to the following:

- * Any accredited graduate or professional school
- * Any accredited four-year college or university
- * Any accredited two-year junior or community college,
- * Any accredited elementary or secondary school (Grades K through 12)
- * School athletic teams, booster clubs, or support organizations
- * School choirs, bands, drill teams

NOT Eligible

- * Bequests, memorials
- * Religious or political organizations
- * Fraternities, sororities, and alumni groups
- * Health and human-service organizations
- * Humane societies or organizations
- * Individuals, fraternal, or veterans organizations
- * Ministries, theological, or bible schools
- * Pledges, tithes, tuition
- * Professional associations, federated campaigns (including United Way)
- * Subscriptions, dues, insurance premiums, or student fees
- * Travel, gifts-in-kind (real estate, personal property including securities, or personal services)
- * Membership or subscription portion of a donation (for example, you donate \$100 to a zoo; however, in return you receive a family membership valued at \$60. The matchable portion of your donation is \$40).