

# COLE HAAN

## Matching Gifts Program Guidelines

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To encourage and support the generosity and community involvement of employees, Cole Haan offers the Matching Gifts Program, which provides matching funds to the charitable organizations employees personally support. To maximize the impact of employee charitable giving, Cole Haan matches, dollar for dollar, donations made by eligible employees, up to \$500 per year, to eligible nonprofit organizations of their choice.

### WHO CAN PARTICIPATE?

Active, full-time Cole Haan US employees, with 180 days of continuous service. Interns, co-ops, vendors, temporaries, and contractors are not eligible for this program.

### WHICH INSTITUTIONS QUALIFY TO RECEIVE MATCHING FUNDS?

Nonprofit organizations must be in the United States or one of its possessions and recognized by the Internal Revenue Service as tax- exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code. Eligible organizations include:

#### EDUCATIONAL

- Educational Institutions – college level, junior colleges, and private secondary schools (grades 9 through 12 only) accredited by one of the six accrediting agencies. Public high schools (grade 9 through 12) are eligible only if the school has an established foundation to receive funds on behalf of the school.
- Alumni Funds

#### CULTURAL

- Performing arts groups such as orchestras, theaters, opera, and dance companies, and performing arts and cultural centers.
- Arts councils and united arts funds
- Historical societies and historic preservation organizations.
- Museums of art, history, or science, planetariums, botanical gardens.
- National educational (public) television and radio stations listed in the Corporation for Public Broadcasting Directory.
- Libraries

#### HEALTH

- National agencies meeting the standards of philanthropy including UNICEF, Red Cross, etc.

#### ENVIRONMENTAL

- U.S. organizations protecting the environment, conserving natural resources and habitat and protect national wildlife.
- Zoos – open to the public.

### WHAT CONTRIBUTIONS ARE ELIGIBLE?

- Must be a personal gift, from the employee's personal funds, which has been paid and not simply pledged.
- New, unused Cole Haan product, and receipt must be attached to form.
- The minimum tax-deductible gift eligible for matching is \$25. For gifts in the form of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- The maximum amount matched per employee per calendar year is \$500 on a dollar-for-dollar basis. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year. Unused matching contributions do not carry over into the next year.

### HOW THE PROGRAM WORKS

The employee should:

- Complete Part 1 of the form. Attach store receipt if donating product. Send a copy to Aubrey Bussey via email at [ColeHaan.HumanResources@colehaan.com](mailto:ColeHaan.HumanResources@colehaan.com) with subject line: Cole Haan Matching Gifts Program.
- Send the form, with the donation and any other necessary documentation, to the institution of your choice that meets the criteria listed in the guidelines. The matching amount provided by Cole Haan will be for unrestricted support.

The recipient organization should:

- Complete Part 2 of the application form.
- The authorized officer of the charity must verify the donation, sign the application, and return the form via email [ColeHaan.HumanResources@colehaan.com](mailto:ColeHaan.HumanResources@colehaan.com) with subject line: Cole Haan Matching Gifts Program.

### IS THERE A TIME LIMIT FOR MATCHING MY GIFT?

Gifts must be registered within one year of the date of payment by check or credit card. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions to be matched by Cole Haan.

### ADMINISTRATIVE CONDITIONS

Cole Haan reserves the right to suspend, change, revoke, or terminate the Matching Gifts Program at any time. The interpretations applicable and the administration of this program shall be determined by Cole Haan and its decision shall be final.

### FOR MORE INFORMATION

[ColeHaan.HumanResources@colehaan.com](mailto:ColeHaan.HumanResources@colehaan.com)

# COLE HAAN

## Matching Gifts Program Request Form

### INSTRUCTIONS

**Donor:**

1. Complete Part 1 of this form – one for each gift. Please print or type. Send a copy to HR via email at ColeHaan.HumanResources@colehaan.com with subject line: Cole Haan Matching Gifts Program.
2. Send the form and a copy of the program guidelines with your contribution to the recipient organization.

**Recipient Organization:**

1. Verify receipt of gift.
2. Complete Part 2 of this form. Please print or type. return the form via email ColeHaan.HumanResources@colehaan.com with subject line: Cole Haan Matching Gifts Program.
3. If this is your first matching gift request to the Cole Haan Matching Gifts Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organizations primary mission statement or purpose.

Forward form to the address printed below.

### PART 1 - DONOR SECTION

EMPLOYEE ID NUMBER

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

BUSINESS TELEPHONE, INCLUDING AREA CODE

E-MAIL ADDRESS

EXACT DATE OF GIFT

AMOUNT OF GIFT (MIN \$25) \_\_\_\_\_

Type of gift: Check  Credit  Product

NAME OF ORGANIZATION

ORGANIZATION CITY, STATE

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I authorize the above-named recipient organization to report this gift to Cole Haan for the purpose of applying for a matching gift. I certify that my gift is a voluntary contribution, that it fully complies with the provisions of the program described herein and does not represent in anyway a fee for a service or benefit. I have read and understood the guidelines of the Cole Haan Matching Gifts Program.

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### PART 2 - RECIPIENT ORGANIZATION SECTION

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP

TELEPHONE, INCLUDING AREA CODE \_\_\_\_\_ FAX, INCLUDING AREA CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_ WEBSITE ADDRESSES (IF ANY) \_\_\_\_\_

DATE GIFT RECEIVED

AMOUNT OF GIFT \_\_\_\_\_ TAX DEDUCTIBLE GIFT AMOUNT \_\_\_\_\_

I hereby certify that this organization/program meets the eligibility requirements of the Cole Haan Matching Gifts Program, and that neither the donor nor Cole Haan will derive any personal material benefit from this gift or match.

AUTHORIZED OFFICER'S NAME (PLEASE PRINT)

TITLE (PLEASE PRINT)

SIGNATURE OF AUTHORIZED OFFICER

DATE

EMAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:  
ColeHaan.HumanResources@colehaan.com  
Subject Line: Cole Haan Matching Gifts Program