

Employee Matching Gift Program



PROGRAM GUIDELINES

Universal Technical Institute of Phoenix, Inc. (UTI) is pleased to support the non-profit organizations that are special to you. Thank you for your commitment to improving the communities in which we live and work.

Purpose

The purpose of UTI's Employee Matching Gift Program is to:

- Place our Change The World initiatives and HERO values in action,
- Encourage and support employee efforts to donate financial resources to community-based organizations,
- Allow employees to direct company dollars to non-profit organizations of their choice,
- Empower employees to be community leaders and responsible corporate citizens,
- Improve the quality of life for people in the communities we serve.

Program Eligibility and Match Amount

All active employees of Universal Technical Institute of Phoenix, Inc. are eligible to participate.

UTI will match up to \$50 per fiscal quarter per employee for a yearly match total of \$200 per employee. The minimum gift available for a match is \$20.

Gifts must qualify as charitable contributions under the U.S. Internal Revenue Code. UTI, in its sole discretion, reserves the right to deny matching funds.

Eligible Organizations

UTI supports non-profit charitable organizations and programs whose missions and operations are broad and non-discriminatory and whose activities address social needs or benefit underserved groups and communities.

Most non-profit organizations are eligible recipients, provided they are not government entities or agencies and are designated as a 501(c)(3) organization under the Internal Revenue Code.

In general, eligible organizations might include, but are not limited, to the following: educational programs, organized youth sports, organizations that provide assistance to the working poor, elderly, disabled or youth-at-risk, animal rescue, arts/humanities and the environment.

Ineligible Organizations

- Organizations that are known to discriminate or that demonstrate unethical practices
- For-profit organizations
- Political organizations
- Religious organizations
- Adult sports organizations
- Professional development associations
- Non-domestic (international) organizations
- Organizations which promote a hobby or are primarily for the benefit of the employee or the employee's family (i.e. fishing, model trains, coin collections)
- Alumni associations

Process to Apply For Matching Gift

- Make your donation to the eligible non-profit organization by personal check or credit card (this includes online payment).
- Complete the top portion of the Matching Gifts Program Application found on the Inside Track under "Forms."
- If you pay by check, send the application, along with your payment, to the organization.
- If you pay online by credit card, send the application, along with an e-mail confirmation from the organization signifying your online donation amount, to People Services-Bethany Allendorf, UTI, 16220 N. Scottsdale Rd., Suite 100, Scottsdale, Arizona, 85254.
- Incomplete forms will be returned to the employee.
- Approved donations will be matched and paid at the end of each quarter.

Requests received by:

- March 15 will be processed by April 30;
- June 15 will be processed by July 30;
- September 15 will be processed by October 30;
- December 15 will be processed by January 30 of the following year.
- The matching funds will be sent as a check directly from UTI's Home Office Finance department to the recipient organization. A note about the matching donation will be included with the check.
- The employee will receive an e-mail confirmation when his/her matching gift is sent. Please retain copies of your donations. UTI is not responsible for providing receipts for tax donations.
- Matching donations made by UTI cannot be claimed by the employee initiating the donation.

For further information contact:

Bethany Allendorf, People Services, at (623) 445-0779 or via e-mail at ballendorf@uti.edu.

These rules apply to gifts made after June 1, 2005, which meet the requirements set forth in these guidelines.

Our Purpose...

is to change the world one life at a time by helping people achieve success beyond their dreams.

Our HERO Values are:

- | | |
|----------|--------------|
| • Wisdom | • Trust |
| • Fun | • Courage |
| • Caring | • Innovation |

These values are the basis of all of our decisions. They serve as our guiding principles in how we treat our students, customers, and each other.