

# 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](mailto: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**
- **Fun**
- **Caring**
- **Trust**
- **Courage**
- **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.