



The Davey Tree Expert Company Matching Gift Program

Helping Employees make a Difference in the Lives of Others

The Davey Tree Expert Company's Matching Gift Program is designed to encourage individual financial support of qualified educational institutions or charitable or cultural organizations. Through the program, Davey allows eligible employees to increase the effectiveness of their own contributions to the organization of their choice by matching donations dollar-for-dollar up to \$500.00 per calendar year. Donations must be at least \$25.00 to qualify for the match.

Make a Difference in the Community

More than a century ago, John Davey founded The Davey Tree Expert Company on the belief that one person can make a difference. We're proud of our heritage, our people and our stewardship, and we're committed to helping our employees make a difference in the lives of others.

Eligible Participants

Eligible participants for The Davey Tree Expert Company Matching Gift Program include:

- Full-time employees of The Davey Tree Expert Company or wholly-owned subsidiary who have more than six months of service;
- Must be an active employee at the time the matching gift is processed
- Members of The Davey Tree Expert Company Board of Directors

Eligible Educational Institutions

To be eligible for the program, the educational institution must satisfy the following requirements:

- The institution must be a graduate school, four-year college or university, two-year junior or community college or technical institute;
- Alumni funds, foundations or associations may receive contributions for an eligible educational institution, if the recipient:
 - Is an integral part of the educational institution;
 - Will transmit all contributions directly to the institution or will use all contributions for the benefit of the institution.
- The institution must be located in the United States or one of its possessions, or in Canada
- The institution must be non-profit and non-proprietary
- The institution must be qualified to receive tax-deductible contributions under United States or Canadian tax regulations.

Eligible Charitable or Cultural Organizations

A charitable or cultural organization is eligible for a matching gift if it has been designated a 501(c)(3) or Canadian equivalent organization and its purpose is to address social, economic, environmental, health or human conditions. Generally, churches and other religious groups are not eligible for matching gifts. However, religiously motivated organizations that provide services for the disadvantaged are eligible. The organization must be a separate legal entity from a church and have its own 501(c)(3) or Canadian equivalent certification.

Administration

Davey administers and interprets the Matching Gift Program. Eligibility determinations will be made by Davey, and it reserves the absolute right to refuse a donation for any reason or revise or suspend the program at any time.

Revised: February, 2020

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Davey Company Matching Gift Application

Employee/Director should complete this section and send the application to the recipient organization with the employee's gift.

I, certify to the Davey Tree Expert Company Matching Gift Program that I made a gift on ___/___/___ in the amount of \$_____ to _____ (Name of institution or organization). I authorize the recipient to submit this application to The Davey Tree Expert Company for the purposes of qualifying for a matching gift. I certify this gift has not been matched under any other matching gift program.

Name of Institution or Organization: _____

Purpose/Description of donation: _____

Employee/Director Name: _____

Employee Number: _____

Employee Mailing Address: _____

Employee Signature: _____ **Date:** _____

Recipient Application

Organization identified above to apply for a matching gift should complete this section and return the application to:

The Davey Tree Expert Company, Matching Gift Program, 1500 North Mantua Street, Kent, OH 44240

Name of Institution or Organization: _____

Organization Mailing Address: _____

Phone Number: _____

Organization Website: _____

Tax I.D. Number: _____

Educational Recipients:

I, certify that (1) the Educational contribution described above was received (2) Contributions will be used solely for educational purposes, and (3) this educational institution is recognized as one to which contributions are deductible by the donor for Federal Income Tax purposes.

Signature: _____ **Date:** _____

Charitable/Cultural Recipients: *Please include a copy of your IRS or equivalent Letter of Determination*

I, certify that (1) the Charitable or Cultural contribution described above was received, (2) this organization is recognized by the Internal Revenue Service as a 501(c)(3) or Canadian equivalent or similar tax-exempt organization.

Signature: _____ **Date:** _____