

The Program

The Engineered Profiles Matching Charitable Gifts Program is an important part of our corporate giving. The Program is a voluntary one designed to provide employees the opportunity to help their favorite nonprofit organizations by matching money donated and volunteer hours contributed by employees. By matching up to \$100 per employee per year (or 10 volunteer hours), the program allows employees to direct corporate giving and strengthens the communities where we live and work.

Eligible Participants

Eligible participants must be active, regular full-time employees who have completed three months of service, or active regular part-time employees who have completed one year of service. Spouses and surviving spouses of eligible participants are not eligible.

How Does the Program Work?

Gifts of Money

The minimum monetary gift amount per match request is \$25, up to a maximum Company match of \$100 per employee per calendar year (calendar year maximum includes consideration of any matching gift for volunteer hours). Contributions may be paid by cash, check or credit card. Gifts must be paid **not merely pledged**.

Matching Gifts of Volunteer Hours

There is a 5 hour minimum per organization before submitting a matching request for volunteer hours, up to a maximum of 10 total hours per employee per calendar year. Each volunteer hour will be calculated at a rate of \$10 per hour for the Engineered Profiles matching contribution. Volunteer time eligible under this program is defined as unpaid work performed by an Eligible Participant at an Eligible Organization for which the employee, their family or other individual receives no personal, direct benefit. Time spent donating blood outside of working hours can be considered volunteer hours.

Matching Process

Participants may request matching gifts be made to eligible organizations through a paper-form process as follows (note that separate forms exist for monetary gifts and gifts of time, however the process is the same):

Donor Instructions

- Participant completes Section A of the form.
- Participant sends the completed form and any other necessary documentation to the recipient organization.

Recipient Organization Instructions

- The organization completes Section B of the form, verifying that the gift was received or service was performed.
- The form must be signed by an authorized officer of the organization or be submitted via e-mail from an authorized officer.
- The organization mails or e-mails the completed form to:

Engineered Profiles Matching Charitable Gifts Program

Attn: Brandon Moskal

2141 Fairwood Ave

Columbus, OH 43207

bmoskal@engineeredprofiles.com

All forms must be submitted for matching within 3 months of the date the gift was made or initial time was volunteered. Matching gifts will be sent on an annual basis to the non-profit organization with all forms due in by July 31st of each year. Any forms not received by this date will have the match count toward the following year.

Matching Charitable Gifts Program Guidelines, cont.

Eligible Organizations

Not-for-profit organizations located 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.

Categories of Eligible Organizations include education, culture and arts, civic and community, and health and human services organizations, and other eligible not-for-profit organizations. Education gifts must be to accredited and degree-granting public or private schools, including secondary and elementary schools, higher education institutions, technical institutes, and tax-exempt organizations whose primary purpose is to support educational objectives. Some examples of 501(c)(3) organizations serving Columbus and in particular the south side community are:

- Goodwill Industries International
- Heart of the City Foundation
- Mid-Ohio Food Bank
- Children's Hunger Alliance
- The United Way
- American Red Cross
- Make-A-Wish Foundation
- Columbus Literacy Council
- Nationwide Children's Hospital
- Reeb Avenue Community Center
- Habitat for Humanity
- Healthy Homes
- Alvis House
- Boys and Girls Club of America
- Ronald McDonald House
- The Open Shelter
- The Salvation Army
- Community Development for All People

Restrictions and Non-Eligible Gifts/Volunteer Time

Engineered Profiles will **NOT** match the following:

- Gifts to organizations that do not have a 501(c)(3) exemption, except for public schools
- Private Foundations
- Individual, family or group memberships in organizations
- Gifts to individual research projects
- Pooled funds from a number of individuals
- Amount payable as dues or subscription fees for publications
- Insurance premium payments
- Payments that cover the costs of services, tuition, books, student fees or alumni dues
- Unitrust or charitable remainder organizations
- In-kind services, materials, supplies or pledges
- Payments to satisfy legal obligations
- Gifts to partisan political organizations, candidates, or to support specific legislation
- Gifts made to organizations that practice discrimination
- Tickets for benefit dinners or events
- Gifts made by spouses or surviving spouses
- Gifts made to Donor Advised Funds
- Gifts made to religious organizations (e.g. churches, temples, synagogues, mosques). Gifts may be eligible for a match if the programs operated by faith-based social service organizations meet the following criteria:
 - The organization has a 501 (c)(3) determination letter from the IRS;
 - If the gift is designated to a particular program that is available and open to all individuals in the community;
 - The program is for non-religious purposes (such as a food pantry or domestic abuse shelter) and
 - The organization does not use the program to promote any religion
- Volunteer time that is a requirement of membership or is in lieu of tuition, fees or payment that would otherwise be due.

Overall Program Policy

Engineered Profiles will determine whether specific grant requests comply with the eligibility requirements, application procedures and intent of the program, including if an organization meets the definition of an Eligible Organization. While Engineered Profiles hopes to continue the Matching Charitable Gifts Program indefinitely, the Company reserves the right to modify or terminate the program at any time. There is an annual budget for this program. Gifts will therefore be matched on a first come, first serve basis as long as budget is available. Engineered Profiles will interpret and apply the Matching Charitable Gifts Program, and all decisions will be final.