

## Square D Foundation Matching Gift Program

### Instructions

**STEP 1** - Please complete Part 1 and send the entire form to the institution with your contribution.

**STEP 2** - Part 2 must be completed by the qualified institution, signed by a financial officer of the institution and returned to:  
 Matching Gifts Program - Square D Foundation  
 1415 South Roselle Road  
 Palatine IL 60067

**STEP 3** - After verifying the institution is qualified, the Foundation will forward a check to the institution.  
 Matching gifts will be made twice a year in April and October.

All matching gift contributions will be held in strict confidence. **The minimum gift to be matched is \$50.** For Tax purposes, the Social Security number will still be used as the employee ID in the Matching Gift Program.

### Part One

To be completed by employee, or retiree. (Please see STEP 1 for instructions.)

Donor's name	
Home address	
City, state, zip	
e-mail address	
Donor's social security number	
Company location	
Work Status (active/ret.)	
Name of institution	
Donor's signature	

To receive an active involvement contribution (See Contributions), you must describe the functions of the organization and your volunteer activities below. For a description of what constitutes active involvement, please refer to the Contributions section.

*If you require more room, attach a detailed description to your form.*

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### Part Two

To be completed by and signed by a financial officer of the institution. Entire form should be sent to:  
 Matching Gifts Program - Square D Foundation  
 1415 South Roselle Road Palatine IL 60067

Please check:                      Please complete

I hereby certify that the gift of:	\$	In Cash _____	Taxable Amt:
		In Securities _____	Non-Taxable Amt:
Please initial _____	I hereby certify that no compensation, such as tickets, videotapes, admission to special events, etc., was given to the contributor for their contribution.		
Date received by organization			
By			
Name of organization			
501C3 Number (FEIN)			
Address			
City/state/zip			
Name of financial officer			
Title			
e-mail address			

Signature: \_\_\_\_\_

IF THE DONATION IS IN SECURITIES, PLEASE PROVIDE COPIES OF BACKUP DOCUMENTATION FOR THE DONATION.

## **SQUARE D FOUNDATION MATCHING GIFT PROGRAM ABOUT THE MATCHING GIFT PROGRAM**

As a people driven organization, we support our employees in their contributions to their communities. To do this, we offer the Matching Gift Program, which provides matching corporate funds to eligible organizations and institutions in conjunction with donations from our employees.

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### **ELIGIBLE INDIVIDUALS**

Individuals eligible to participate in the program include:

- all full-time employees of Square D/Schneider Electric and its subsidiaries
- retired employees receiving a company pension

### **RETIRED DIRECTORS DO NOT QUALIFY FOR THE FOUNDATION MATCHING GIFT POLICY.**

### **CONTRIBUTIONS**

Contributions must be a personal gift from the eligible individual and must be paid by check, cash or in securities having a quoted market value. **Collected funds, such as pledges, can drives, etc. do not qualify for a Foundation match.**

The Foundation will match all qualifying gifts up to a maximum Foundation contribution aggregate of \$10,000 per calendar year, per individual donor. **The minimum gift to be matched is \$50.**

#### **ACTIVE INVOLVEMENT CONTRIBUTIONS:**

- If an employee is actively involved with an organization, the Foundation will match the gift at a 1:1.5 ratio - i.e. a \$100 gift receives a \$150 Foundation match.
- Active involvement includes serving as a director, an advisory board member, an officer, or a volunteer on a **consistent and** continuing basis.
- **The Foundation will not pay to offset a contribution pledge. If the organization meets the requirements, the Foundation would only match what the employee has donated. EX: An employee pledges \$225 to an organization. The employee pays \$100 and expects the Foundation to pay the \$125. The Foundation may only match the \$100 that the employee has donated.**
- All forms must be properly completed and received by the Foundation within one year of the date of the gift for matches to be processed.

### **ELIGIBLE INSTITUTIONS AND ORGANIZATIONS**

All organizations must be located and operate in the U.S. and qualify under Sect. 170 of the Internal Revenue Code.

Qualifying organizations include:

#### **Educational Institutions and Organizations**

- Graduate, professional and four-year degree granting colleges and universities that are non-profit and accredited by a nationally recognized, non-sectarian accrediting agency and educational foundations that provide scholarships and educational support at the college level. **Athletic Foundations or other Educational Foundations which provide product (i.e. tickets, or upgrades on tickets) do not qualify.**
- Primary or secondary education units, alumni groups and fraternity/sorority or similar organizations (as opposed to educational foundations sponsored by such organizations) do not qualify.

#### **Healthcare Institutions and Organizations**

Hospitals, outpatient treatment clinics and non-profit, nationally recognized health organizations providing education, research and service toward the prevention, detection, treatment and care of a particular illness, disease, disorder or ailment.

#### **Art and Cultural Organizations**

Museums, orchestras, theatres, dance and choral groups, libraries, public radio and television, botanical and zoological societies, and cultural centers.

#### **Charitable Non-profit Institutions**

Institutions not predominately religious in nature and in which Square D employees are actively involved as volunteers.

The Foundation Board of Directors or its designate will make the final decision if qualifying questions arise.

### **GENERAL INFORMATION**

- The interpretation, application and administration of the provision of the Matching Gift Program shall be determined by the Foundation, and its decisions shall be final.
- The Foundation may suspend, revoke or terminate the program at any time with respect to contributions thereafter made.
- Please contact your Human Resources Department representative questions or additional information.