

HOW TO SUBMIT A REQUEST

PROPOSALS MUST BE SUBMITTED IN WRITING AND CONTAIN ALL OF THE FOLLOWING:

1. Name, address, phone and e-mail of the organization and name of primary contact.
2. A copy of the organization's tax ID number or letter from the IRS designating it as a tax-exempt organization.
3. Total project cost plus the amount requested from Alyeska.
4. A list of other funding commitments received to-date or expected.
4. The geographic area and number of people served by the project.
6. A list of Alyeska employees actively involved in the organization, if appropriate.
7. A brief description including:
 - How the project meets Alyeska's funding focus.
 - What this project will accomplish and why it is important.
 - How Alyeska's funds will be used.
 - How the project will be financed or sustained in the future, if applicable.
 - How success will be measured.
 - What, if any, collaborative efforts are involved.

Alyeska does not accept form letters or telephone solicitation.

Note: For requests greater than \$10,000, the most recent audited financial statement, a list of the board of directors, and an annual report, if available, may be requested.

ALYESKA PIPELINE SERVICE CO. CORPORATE DONATION CONTACTS

Anchorage

Anchorage Corporate Communications – Donations

Alyeska Pipeline Service Company
P.O. Box 196660, MS 542
Anchorage, AK 99519-6660

E-mail: AnchComm@alyeska-pipeline.com
Phone: 907-787-8870
Fax: 907-787-8240

Fairbanks

Fairbanks Corporate Communications - Donations

Alyeska Pipeline Service Company
615 Bidwill Ave, MS 815
Fairbanks, AK 99701

E-mail: FBKSComm@alyeska-pipeline.com
Phone: 907-450-5857

Valdez

Valdez Corporate Communications - Donations

Alyeska Pipeline Service Company
P.O. Box 300, MS 701
Valdez, AK 99686

E-mail: VLDZComm@alyeska-pipeline.com
Phone: 907-834-7303
Fax: 907-834-7585

Gift/Volunteer Matching

Plan Administrator

Matching Gift/Volunteer Matching Plan
Alyeska Pipeline Service Company
P. O. Box 196660, MS 542
Anchorage, AK 99519-6660

E-mail: donationmatching@alyeska-pipeline.com
Phone: 907-787-8243
Fax: 907-787-8240



DONATION GUIDELINES

Connecting with Alaska's Communities

www.alyeska-pipe.com



PHILOSOPHY

Philanthropy is vital to Alyeska's mission, putting into practice the company's desire to be an outstanding corporate citizen.

Alyeska supports local nonprofit organizations working to address:

- Quality of life issues
- Workforce development
- Environmental stewardship
- Safety
- Education
- Diversity

The company also looks for organizations supported by its employees through:

- Volunteering
- Board participation
- Individual contributions
- Membership



By aligning corporate giving with company goals, Alyeska hopes to shine the spotlight on grantee successes, inspire action among stakeholders, create an environment for collaboration, and advance key issues.

Alyeska donations are directed to the communities in which employees live and work:

- Anchorage
- Fairbanks
- Pipeline corridor
- Prince William Sound
- Valdez

FOCUS

Alyeska concentrates on three major areas of funding.

1. Organizations aligned with Alyeska's core values and philosophy, particularly nonprofit agencies that provide essential services to:

- Underserved populations
- Youth
- Arts and culture
- Personal and community safety
- Environmental stewardship

2. Nonprofit organizations in which Alyeska employees are involved through:

- Financial contributions
- Volunteer work



Two contribution plans support employee giving. For more information about these programs, contact the gift/volunteer matching plan administrator on the back of this brochure.

3. Educational and workforce development programs that train Alaskans for skilled jobs and prepare current and future employees for new job opportunities.

CRITERIA

Information for organizations seeking donations.

Qualifying organizations must be nonprofit, tax-exempt public organizations as defined in section 501(c)(3) of the Internal Revenue Code.

509(a)(2) private foundations that provide charitable activities and services may also qualify, such as certain hospital or museum foundations.

Contributions must be deductible under Sections 170(b) of the Internal Revenue Code.

Alyeska does not fund:

- Gifts to individuals or organizations for the benefit of one individual
- Travel expenses
- Programs that duplicate services provided by existing organizations or that can be addressed by existing agencies
- Religious organizations that require participation in religious services in order to receive services
- Political organizations or campaigns
- Organizations that discriminate based on marital status, race, creed, color, sex, gender or national origin
- Organizations located outside the state of Alaska or do not have an Alaska-based chapter
- Endowment requests

