



Matching Gift Form for Dolphin 2013

Part III: Guidelines

The Dolphin matching gift program is open to all employees and is intended to recognize and support the important work of nonprofit organizations. Our program is designed to encourage and match employees' charitable contributions to qualified organizations.

Eligible Organizations/Donations

Dolphin will validate the status of the charity with www.GuideStar.org and/or <http://www.irs.gov/charities/article/0,,id=249767,00.html> to ensure that we are in compliance with IRS regulations. The following organizations/donations are eligible to receive matching gifts from Dolphin:

- Accredited educational institutions, including primary, secondary, technical, and specialized schools, universities, and graduate and professional schools
- Community and civic organizations, such as the Lions Club or Rotary Club
- Arts and cultural organizations
- Hospital and healthcare agencies
- Social service organizations or charitable organizations that are nonprofit, for example, soup kitchens, the American Red Cross, the American Cancer Society, and the American Diabetes Association
- Environmental organizations
- The United Way

Ineligible Organizations/Donations

The following organizations/donations are not eligible to receive matching gifts:

- Religious, political, or fraternal organizations
- Athletic booster clubs or athletic scholarships
- Gifts solely for religious payments, tuition payments, or membership fees to alumni associations
- Dues to clubs or associations, such as the Lions Club or the Rotary Club
- Subscription fees for publications
- Payments to institutions in return for benefits or services
- Gifts for the private benefit of specified individuals

Dolphin will **DOUBLE** match any qualifying gift amount of **\$25 up to \$2,500 annually** per person to all eligible organizations. **The maximum total annual match is \$5,000.**

Gift Criteria

To qualify for a matching gift, the employee's gift must meet the following conditions:

1. The gift must be an actual donation, not just a pledge.
2. The gift must be made directly to the eligible organization.
3. The company's Matching Gift Form must be used.
4. The employee must sign the form and send to charity.
5. The charity must sign, date and return the form directly to Dolphin.



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Volunteer Hours Match

The hours Dolphin employees spend donating time and skills to eligible non-profits can also be matched with dollars, giving an added benefit to their favorite community organizations. For eight (8) hours of volunteer service an employee gives to an approved organization, Dolphin will donate \$360 to that organization up to the maximum of the employee's annual match for all organizations. The hours may be reported in four-hour increments (\$180 per 4 hours).

Cause-related Walk/Run/Bike Match

Dolphin offers a match program based on employee participation in cause-related walks/runs/bike events to recognize and reward the dual benefits of employee community involvement with health and wellness. For each approved event an employee completes, the approved cause-related non-profit organization is eligible for a \$200 contribution from Dolphin. There is no limit to the number of walks an employee can complete each year, receiving the \$200 donation for each up to the maximum of the employee's annual match.

All match programs require a written confirmation that the hours were served and/or Cause-related Walk/Run/Bike completed. Also, a verification that the organization is a qualified 501(c)(3) organization, and their "pay to" address is needed.

All match programs contribute toward an individual's combined maximum match annually. Payment to the designated organizations will be done quarterly, at Dolphin's discretion.