

## Harris Gift Matching Program

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The Harris Gift Matching Program was established to encourage good citizenship on the part of Harris employees through the support of charitable organizations that benefit their local communities and to broaden financial support of educational institutions in which they have an interest and deem worthy of support.

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### Eligible Participants

Any regular full-time employee or member of the Board of Directors of Harris Corporation or one of its segments or subsidiaries. Part-time, temporary and retired employees are not eligible.

### Eligible Institutions

#### **Community Organizations**

- Local charitable, cultural and civic organizations that have Harris employee support which have been approved by the Harris Foundation's Board of Trustees.
- Organizations must have a non-profit tax exempt classification under Section 501(c)(3) of the Internal Revenue Service Code, or equivalent international non-profit classification.
- Organizations must comply with all the applicable requirements of the Patriot Act and the Voluntary Antiterrorist Guidelines.

#### **Higher Education Institutions**

Eligible private and public degree-granting graduate and professional schools, universities, four-year colleges and two-year colleges (whose credits are transferable to a four-year degree-granting institution). Private universities must be recognized by the IRS as tax exempt under Section 501(c)(3).

#### **Kindergarten – 12<sup>th</sup> Grade Schools**

- Public schools accredited or recognized by the appropriate governmental educational entity within the state
- Private schools accredited or recognized by an appropriate academic accrediting organization
- Parent Teacher Associations (PTAs) that are recognized by the IRS as tax exempt under Section 501(c)(3)
- School District Foundations whose sole purpose is raising money for its constituent member schools that are individually eligible

### Gift matching will not be considered for gifts designated for the following purposes:

- Individuals
- Athletic groups, scholarships, clubs, teams, alumni groups, fraternities/sororities, radio/TV stations, or building funds
- Cost of services, tuition, books or student fees
- Faith-based organizations for religious purposes
- Professional associations or labor organizations
- Event sponsorships and advertising
- Political activities

### How the Program Works

- The Harris Foundation will match gifts paid (not pledged) to eligible charitable organizations and educational institutions up to an aggregate of \$10,000 per employee, per fiscal year (July 1 to June 30).
- Gifts must be made from the employee's own funds directly to approved institutions.
- Gifts may be paid by cash, check, credit card or negotiable securities that have a publicly listed market value. The value of securities will be determined based upon the closing market price on the date of the gift.
- No other form of personal or real property, gifts in-kind, materials, gifts made by will or similar mechanisms or supplies will be matched.
- Gifts may not result in a direct benefit or service to the donor or the donor's family (e.g. tickets to athletic, social or cultural events).
- The Harris Foundation reserves the right to decline to match any donation to an institution (a) that denigrates or advocates discrimination or violence based upon race, color, religion, age, national origin, ancestry, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, military status, disability, genetic information, citizenship status, or membership in any other group protected by federal, state or local law or (b) whose practices are in the good faith determination of the Harris Foundation, otherwise inconsistent with Harris Foundation goals and policies.
- The Harris Foundation reserves the right to modify or discontinue the program at any time. The Harris Foundation determines the eligibility of institutions and gifts and its decisions are final.
- The Harris Foundation will not consider match requests for contributions that are more than six months old.

### Procedure

To register your gift by mail:

1. Complete Part 1 of the Gift Matching Request Form.
2. Mail the original form, with the donation and any other necessary documentation, to the eligible charitable organization or educational institution of your choice.
3. The recipient institution should complete Part 2 of the original application form.
  - The authorized official of the eligible institution must verify the donation, sign the application and return the original form and any required enclosures via mail to the Harris Foundation, 1025 W. NASA Blvd., Melbourne, FL, 32919

# Gift Matching Request Form

## INSTRUCTIONS

### Donor:

- Complete Part 1 of this form – one for each gift. *Please print or type.*
- Send the form and a copy of the program guidelines (on the reverse side of this form) with your contribution to the recipient institution.

### Recipient Institution:

- Verify receipt of gift.
- Complete Part 2 of this form. *Please print or type.*
- Forward form and required enclosures to the address printed below.

## PART 1 - EMPLOYEE SECTION

(To be completed by employee)

Employee

Board of Directors

EMPLOYEE NAME

HOME ADDRESS

CITY/STATE/ZIP

( )

BUSINESS TELEPHONE, INCLUDING AREA CODE

E-MAIL ADDRESS

BUSINESS SEGMENT

EMPLOYEE ID (PEOPLESOFT)

EXACT DATE OF GIFT

\$

\$

AMOUNT OF GIFT (MIN \$25)

AMOUNT OF MATCH REQUESTED (MIN \$25)

CASH/CHECK/CREDIT CARD

SECURITIES \_\_\_ SHARES OF \_\_\_\_\_

Name of Securities

NAME OF RECIPIENT ORGANIZATION OR EDUCATIONAL INSTITUTION

CITY, STATE

GIFT DESIGNATION, RESTRICTION OR PURPOSE (IF ANY)

I hereby certify that the information I have provided is complete and correct, that my gift fully complies with the program provisions stated on the reverse side of this form, and I understand that only the tax-deductible portion of my donation is eligible for matching by the Harris Foundation.

EMPLOYEE SIGNATURE

DATE

## PART 2 - RECIPIENT SECTION

(To be completed by institution)

CHARITABLE ORGANIZATION OR EDUCATIONAL INSTITUTION  
(IF COLLEGE, PLEASE INDICATE DEPARTMENT)

EIN NUMBER (IF APPLICABLE)

SCHOOL ID (K-12 PUBLIC AND PRIVATE SCHOOLS)

SCHOOL DISTRICT ID (K-12 PUBLIC SCHOOLS AND PUBLIC DISTRICTS ONLY)

MAILING ADDRESS

CITY/STATE/ZIP

( )

TELEPHONE, INCLUDING AREA CODE

E-MAIL

WEBSITE ADDRESS

DATE RECEIVED

\$

\$

AMOUNT OF GIFT

TAX DEDUCTIBLE GIFT AMOUNT

### RECIPIENT AUTHORIZATION

I hereby certify that:

- I have read and understood the Harris Gift Matching Program provisions stated on the reverse side of this form.
- This institution meets the eligibility requirements of the Harris Gift Matching Program.
- This institution has not provided any goods or services in consideration, in whole or in part, for this contribution.
- The contributions will not be used for any ineligible purpose set forth in the program provisions.
- I am authorized to attest to the above statements and have sufficient knowledge to do so.

PRINTED NAME AND TITLE OF CERTIFYING INDIVIDUAL (PLEASE PRINT)

SIGNATURE OF CERTIFYING INDIVIDUAL

DATE

### REQUIRED ENCLOSURES

K-12 PUBLIC AND PRIVATE SCHOOLS AND HIGHER EDUCATION INSTITUTIONS –  
COPY OF APPROPRIATE ACCREDITATION CERTIFICATION OR STATE CERTIFICATION.

MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:  
Harris Foundation  
1025 W. NASA Blvd., Melbourne, FL32935