



---

Through HBF Invest, H.B Fuller will match employee gifts – from \$50 to \$1,000 – made to qualifying education and arts and cultural organizations.

**Eligibility:**

HBF Invest is available to full- and part-time employees who have been with the company at least three months, retired employees, and members of the H.B. Fuller Board of Directors. Individual gifts from \$50 to \$1,000 per employee, per fiscal year are eligible for matches. Multiple matches may be requested per year as long as the yearly total does not exceed \$1,000. **Note:** H.B. Fuller's fiscal year runs from December to November; gifts made in December will count toward the new fiscal year. Matches will be based on actual payments completed, not on pledges or commitments for payment in future years. Matches will be based on the tax deductible portion of the gift.

**HBF Invest matches contributions to charitable, tax-exempt 501(c)(3) organizations meeting the following criteria:**

**Educational Institutions**

- Elementary and secondary schools in the United States that are either public schools or can demonstrate accreditation by a national or regional accrediting association.
- Technical and vocations schools, two-year and four-year colleges, and degree-granting graduate schools in the U.S. that are either operated by a state or local government, or can demonstrate accreditation by a national or regional accrediting association.

**Arts and Culture Organizations**

- Organizations that promote the arts and culture, including: public broadcasting stations; museums; libraries; historical societies; theaters; musical and performing arts organizations; zoos; arboretums; and cultural preservation societies.

**HBF Invest does not match contributions to the following:**

health and disease specific organizations; tuition or student expenses; scholarships; subscription fees; lotteries or raffles; auctions; alumni dues; bequests; sponsorships; or athletic departments and booster clubs.

**Application Process:**

1. Employees should complete Part 1 of the form and send it, along with their gift, to the recipient organization.
2. The recipient organization should complete Part 2 and submit the form to the H.B. Fuller Company Foundation. The completed form must be returned to the H.B. Fuller Company Foundation within six months of receipt of the employee gift in order to receive the match.
3. Once the completed form has been received by the Foundation and the matching request has been approved, the payment will be processed and sent to the recipient organization. Please note that matching gifts are processed on a quarterly basis.

**Part 1: Gift and Donor Information** (to be completed by employee)

Employee Name (please print): \_\_\_\_\_

Relationship to H.B. Fuller (employee, retiree, board member): \_\_\_\_\_

Employee Email: \_\_\_\_\_ Employee Phone: \_\_\_\_\_

Employee Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Organization (legal name): \_\_\_\_\_

Gift Amount: \_\_\_\_\_ Portion of Gift to Match: \_\_\_\_\_

I certify that the information submitted is correct, and that my gift complies fully with the HBF Invest program as described above. I further understand that misrepresentation of this gift will make me ineligible for any future participation in the HBF Invest program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2: Organization Information** (to be completed by organization and submitted to H.B. Fuller)

Organization (legal name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

EIN Number: \_\_\_\_\_

Gift Amount to Match: \_\_\_\_\_ Date Received: \_\_\_\_\_

Certifying Officer (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that the information submitted is correct, and that my gift complies fully with the HBF Invest program as described above. I further understand that misrepresentation of this gift will make me ineligible for any future participation in the HBF Invest program.

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

**Submit this form to:**

H.B. Fuller Community Affairs  
1200 Willow Lake Blvd.  
St. Paul, MN 55110

**Contact Community Affairs at 651-236-5364 with questions.**

*The interpretation, application, and administration of the HBF Invest program shall be determined by the Foundation and its decision shall be final. The Foundation may, in its sole discretion, elect to decline an application.*

*This program may be suspended, changed or terminated at any time.*