



## A MESSAGE TO OUR EMPLOYEES

Since our company's founding in 1882, communities across the Hawaiian Islands have depended on Matson for goods needed for growth and development, as well as the necessities of everyday life. And as long as Matson has been in Hawaii, the personal involvement of our employees has also been integral to the health and vitality of their communities.

In the spirit of this long-standing tradition, as we now serve communities in Alaska as well as across the Pacific and the U.S. mainland, eligible Matson employees throughout our system can magnify their personal contributions through a generous Matching Gifts program.

The Matson Foundation will directly back your personal gifts of money or volunteer time to charitable causes you prioritize and, during 2016, we've broadened the program to include more qualifying charities, making it even easier for eligible employees to support a variety of good work. Please see the information attached for important details.

Thank you for being an active member of your community and for your generous participation in bettering your world.

Sincerely,

A handwritten signature in black ink, appearing to read "MJC", is written over a horizontal line.

Matthew J. Cox  
President and Chief Executive Officer  
Matson, Inc. and  
President, Matson Foundation

### **BACKGROUND**

The Matson Foundation Matching Gifts program has been established as a way to encourage employees to provide financial aid and volunteer their time to organizations that they care about. Only the donor can initiate participation in the program via a personal monetary gift or volunteer service.

### **EMPLOYEE ELIGIBILITY**

Regular non-bargaining employees of Matson, its divisions or subsidiaries, with at least one year of continuous employment, are eligible to participate. Directors of Matson, Inc. are eligible for matches of monetary donations only. Matson's HR Department alone will verify donor eligibility.

### **AMOUNT OF MATCHING DONATION**

Donors are able to direct a total of \$3,000 per calendar year in contributions from the Matson Foundation triggered by the donor's personal monetary gifts or volunteer service – or both.

### **CASH CONTRIBUTIONS**

For each calendar year, the Matson Foundation will match a donor's cash contributions on a dollar-for-dollar basis up to a combined total of \$3,000, with a minimum gift of \$50. Applications for amounts less than \$50, or exceeding \$3,000, are ineligible for matching and will not be carried forward.

### **VOLUNTEER SERVICE**

If the employee performs volunteer service, the Matson Foundation will match an employee's hours with a \$250 gift for a minimum of 25 hours of volunteer service. Volunteer hours may be performed over a maximum of two years. Two volunteer matching gifts may be requested annually, for a combined total of \$500, but the requests must be for two different charities.

Each volunteer gift reduces the availability of the employee's cash match. For example, one volunteer donation of \$250 leaves \$2,750 available for monetary matches. Two volunteer donations allow \$2,500 for monetary matches.

## **RECIPIENT ORGANIZATION ELIGIBILITY**

Donors, before submitting this application, please review the following to ensure your Recipient Institution is eligible. However, final determination of any institution's initial and continuing eligibility and participation will be made by the Matson Foundation. The Matching Gifts program is not available to any institution which discriminates in any way that is inconsistent with Matson's equal employment opportunity policies.

Eligible charities are tax-exempt, nonprofit organizations located in the United States or in a U.S. possession, qualified under Section 501(c)(3) of the Internal Revenue Code — and eligible to receive tax deductible contributions. The charity must be administered by a trained professional manager. Donations to solely religious organizations are excluded. Both tax-supported and privately endowed institutions are eligible, as are foundations or associations which have tax-exempt status and which give all contributions received by them to eligible institutions outlined below, or which use funds entirely for the benefit of such institutions.

**Educational** — Pre-schools; elementary and secondary schools; collegiate-level, professional or technical schools; two-year, junior, community and four-year colleges and universities and graduate schools. Such institutions must be non-profit, non-proprietary and be accredited or approved by a nationally recognized accrediting agency, a state department of education, a state university or operated under public control.

**Cultural** — Recognized cultural organizations and institutions open to and operated for the benefit of the general public, such as museums and centers of art, science and history; public libraries; public radio and television stations; community or professional performing arts organizations (including symphony orchestras, opera, hula, ballet, dance, theaters and choral groups).

**Health, Human Service and Community Service** — Recognized health and human service organizations open to and operated for the benefit of the public such as United Way and its accredited agencies, boys' and girls' clubs, Red Cross chapters, charitable

hospitals and rehabilitation centers, amateur/youth athletic organizations and other community service organizations including botanical, zoological and humane societies, and maritime-related causes.

## **GIFT CONSTRAINTS**

No matching gifts will be given for: fees for services; tuition payments; unpaid pledges; bequests; contributions to trusts; insurance premium payments; dues to alumni or other groups; subscription fees for publications; tickets for cultural or sports events; gifts of real or personal property, including equipment. Membership payments considered to be contributions qualify.

**MONETARY GIFTS** — Gifts must be personal contributions made—not merely pledged—paid by cash, check, or credit card to the Recipient Institution.

**VOLUNTEER SERVICE** — Volunteer service is accrued for activities and projects beyond simple membership participation. Examples include leadership service as a board officer/member, responsible committee role, special event assistance or participation. Volunteers must not accept compensation for their time. Verification of volunteer hours will be made by the Matson Foundation.

## **DESIGNATION OR RESTRICTION OF GIFT**

Donors may make unrestricted gifts, or they may designate their gifts for specific projects. For monetary gifts, the Matson Foundation's matching funds will be unrestricted. For volunteer service, the Matson Foundation's matching gift will be restricted to the club, chapter, or affiliate for which the employee has provided volunteer support.

## **RESOURCES FOR MATCHING GIFTS**

The Matson Foundation will allocate a portion of its resources for this program each year. Should eligible applications be received after the Matson Foundation's designated resources have been exceeded, they will be carried forward and considered in the ensuing calendar year -- unless additional funds are authorized.



## APPLICATION FOR MATCHING GIFTS

### APPLICATION PROCEDURE

**Step 1.** Monetary: Eligible employee/donor completes the donor portion of the Matching Gifts application and forwards it with his or her gift to the Recipient Institution. Volunteer service: Eligible employee completes the volunteer portion of the form, records the dates and hours spent as a volunteer for a specific organization, and forwards it to the Recipient Institution no later than 30 days after 25 hours of volunteer service have been completed.

**Step 2.** Monetary: The Recipient Institution completes its portion of the form verifying gift and eligibility, *and within 45 days of the date of the gift*, submits it to the Matson Foundation by email. Volunteer service: *within 45 days of receiving the form*, the Recipient Institution submits it to the Matson Foundation by email.

**Step 3.** The Matson Foundation will consult with Matson's HR Department to verify the donor's eligibility. The Matson Foundation will determine the Recipient Institution's eligibility. If volunteer hours were served, the Matson Foundation will verify the hours with the Recipient Institution.

In a timely manner, generally within 30 days, a matching gift check will be sent directly to the Recipient Institution. The employee/donor will also be notified of the matching gift payment.

*Submittal Email:* giving@matson.com

### STEP 1 - PLEASE PRINT OR TYPE

**DONOR SECTION:** Please complete all of Step 1 and submit this Application to Recipient Institution.

**A. Donor Information** I am an eligible employee or director of:

\_\_\_\_\_  
Company, Subsidiary, Division

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Date of Matson Employment

\_\_\_\_\_  
Work Email

\_\_\_\_\_  
Print or Type Full Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Daytime Phone Number

**B. Donor's Gift:** (Please check)

☐ Monetary Donation

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of gift

☐ Volunteer Time

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of completion of service

\_\_\_\_\_  
Name of Recipient Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**For Monetary Donations:** I am pleased to enclose my personal gift of \$ \_\_\_\_\_.

**For Volunteer Service: Volunteer Record**

(If needed, please attach a separate sheet with dates, purpose/project of volunteer service and hours)

Date	Purpose/Project	Hours
_____	_____	_____
_____	_____	_____

This institution is authorized to report this information to the Matson Foundation for the purpose of qualifying for a matching gift in accordance with the Matching Gifts program, by providing certification and forwarding the completed form to: Matson Foundation, Attn: Matching Gifts Program via email: [giving@matson.com](mailto:giving@matson.com)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**STEP 2**

**RECIPIENT SECTION:** Please complete and email to: Matson Foundation, Attn: Matching Gifts  
[giving@matson.com](mailto:giving@matson.com)

**A. VERIFICATION OF MONETARY GIFT OR VOLUNTEER SERVICE**

**FOR MONETARY GIFT**

This is to certify that the above described gift of \$ \_\_\_\_\_ was received on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_.

**FOR VOLUNTEER SERVICE**

This is to certify that \_\_\_\_\_ (employee) volunteered at least 25 (twenty-five) hours for

\_\_\_\_\_ (institution name) as identified below.

**B. RECIPIENT ELIGIBILITY AND CONTACT INFORMATION**

We have reviewed the eligibility requirements of the Matson Foundation Matching Gifts program described on this form (below) and certify that our institution meets these requirements.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

\_\_\_\_\_  
IRS 501(c)(3) Tax ID Number

\_\_\_\_\_  
Name and Title of Certifying Officer (print/type)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RECIPIENT ELIGIBILITY FOR VOLUNTEER SERVICE OR MONETARY GIFTS**

Please review the following to ensure your institution is eligible. However, final determination of any institution's initial and continuing eligibility and participation will be made by the Matson Foundation. The Matching Gifts program is not available to any institution which discriminates in any way that is inconsistent with Matson's equal employment opportunity policies.

Eligible charities are tax-exempt, nonprofit organizations located in the United States or in a U.S. possession and qualified under Section

501(c)(3) of the Internal Revenue Code — and eligible to receive tax-deductible contributions.

The charity must be administered by a trained professional manager. Donations to solely religious organizations are excluded. Both tax-supported and privately endowed institutions are eligible, as are foundations or associations which have tax-exempt status and which give all contributions received by them to eligible institutions outlined below, or which use funds entirely for the benefit of such institutions.

**Educational** — Pre-schools; elementary and secondary schools; collegiate-level, professional or technical schools; two-year, junior, community and four-year colleges and universities and graduate schools. Such institutions must be non-profit, non-proprietary and be accredited or approved by a nationally recognized accrediting agency, a state department of education, a state university or operated under public control.

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**GIFT CONSTRAINTS**

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Final determination of any institution’s initial and continuing eligibility and participation will be made by the Matson Foundation.

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**STEP 3**  
**DONOR ELIBILITY VERIFIED: RECIPIENT ELIGIBILITY AND/OR VOLUNTEER HOURS VERIFIED:**

_____	_____	_____	_____
Human Resource Department Approval	Date	Matson Foundation Approval	Date

**MATCHING GIFT PROCESSED:**

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