



MATCHING GIFT PLAN

When you make a contribution to a charity, the Company will match your gift dollar for dollar. Through the Matching Gift Plan, the Irish Boat Shop is able to contribute charitable monies in the best way possible, by contributing to those organizations, activities, and concerns that our full-time employees support with their own individual donations.

ORGANIZATIONAL ELIGIBILITY

A receiving organization must be headquartered in the United States and must be recognized as tax-exempt by the IRS under 501(c)(3). Political and Religious organizations are excluded from the plan, but gifts to accredited schools associated with religious organizations will be matched.

GIFT CONDITIONS

The minimum individual employee contribution that will be matched is \$25. The maximum amount that will be matched is \$5,000 per employee per calendar year. The gift must be the personal contribution of the employee, by cash or check, actually made and not merely pledged. Gifts in which an employee receives something in return for a special privilege will NOT be matched. Non-cash in-kind donations do not qualify for this program.

ADMINISTRATION

The employee must complete "Matching Gift Request" form. The employee can either 1) provide a copy of the charity receipt of payment and submit to Laura Kohler along with the form or 2) send the completed form to the charity along with the payment and have the charity complete part B and return it to Irish Boat Shop within 30 days.

The Company processes all Matching Gift Request forms quarterly and so there may be up to 90 days delay between submission of the gift request and its payment by the Company. Irish Boat Shop reserves the right to suspend, terminate, or amend this Matching Gift Program at any time.



IRISH BOAT SHOP, INC.
400 Bay Street
Harbor Springs, MI 49740

MATCHING GIFT REQUEST FORM

Please read the Matching Gift Plan policy to assure gift qualifies for a Matching Gift from Irish Boat Shop.

- 1. Fill out Part A completely.
- 2. Select method of proof of payment.

Part A: To be filled out by the Employee: (Please Print)

Your Name: _____

Organization Receiving Gift: _____

Any Special Fund? _____

Amount of Gift (\$25 Minimum): _____ **Date of Gift:** _____

I certify that the information provided above is correct, that my gift qualifies as a tax-deductible contribution, and that I have not received anything in return for my contribution. I hereby authorize the organization listed above to report my contribution to *Irish Boat Shop*, as an application for a matching gift.

Employee Signature: _____

- I have enclosed the charitable donation receipt as proof of payment.**
- I have asked the charity to complete the bottom of this form and return to IRISH BOAT SHOP as proof of payment.**

Instructions to employee for completion of form:

- 1. Send entire form with your gift to the receiving organization.
- 2. An appropriate financial officer of the organization should review PART A and complete PART B. (Most receiving organizations will be familiar with this type of system). The organization should then forward the entire form to Irish Boat Shop, Inc. at the above address.
- 3. A check will be sent directly to the organization at the end of the appropriate payment cycle (Quarterly).

Part B: To be filled out by Recipient Organization

Instructions: As an authorized representative of the organization named below, I certify that we have received the Contribution described in *Part A*, and that we are an accredited educational institution or a not-for-profit Organization recognized by the Internal Revenue Service as tax-exempt under section 501(c)(3) of the Internal Revenue Code. We believe that our organization qualifies for Participation in the *Irish Boat Shop Matching Gift Program*.

Signature: _____

Name (Please Print): _____ **Title:** _____

Organization: _____

Street Address: _____

City/State: _____ **Zip** _____