



FORM

# Matching Gift Request

Written by :

DCN : PH 730 R0

Approved by : L. Olshefski



Attach the receipt for donation. Please do not include any credit or bank account numbers on this documentation. Russell Standard/Hamaker East and associated companies will match employee contributions to qualified charitable organizations of \$25 or more to a maximum of \$250 per employee per calendar year.

Employee Name: \_\_\_\_\_ Division: \_\_\_\_\_

Contribution made to: \_\_\_\_\_  
(Name of social service, charitable, or environmental organization)

Organization Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Amount of contribution: \$ \_\_\_\_\_  
(Minimum of \$25 and maximum of \$250 per employee per calendar year)

Attach the receipt for donation. Please do not include any credit or bank account numbers on this documentation.

The above information is true and correct. The contribution described above was my personal donation and was made from my personal funds.

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

The Company recognizes the importance of charitable nonprofit organizations. Management is committed to supporting and encouraging its employees' contributions to charitable organizations. To support the work of these organizations, the Company matches employees' contributions to qualified organizations. To be qualified for a matching employer contribution, the organization must be a social service, charitable or environmental organization that is not-for-profit. Examples are the American Red Cross, the American Cancer Society, and the Nature Conservancy.

The Company will match employee contributions of \$25 or more to a maximum of \$250 per employee per calendar year. To generate the employer match, the employee needs to submit the matching gift form, available from Human Resources, with documentation of the contribution. Pledges of contribution are not eligible—the contribution must have actually been made in order to qualify for the employer match. Human Resources may also request the employee to provide additional information on any organization which is not easily identifiable as a qualified organization for the employer match.

Please complete the form and attach receipt for donation. Completed forms should be faxed or mailed to:

**Russell Standard Corporation**  
Human Resources Department  
285 Kappa Drive, Suite 300  
Pittsburgh, PA 15238  
**Fax: 412.449.0707**

## To Be Completed by Human Resources

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date approved and submitted to accounts payable for processing: \_\_\_\_\_