



**VOLUNTEER  
MATCHING  
GIFTS  
PROGRAM**

**A MESSAGE TO OUR COMMUNITY VOLUNTEERS**

Your company, Alexander & Baldwin, Inc., gives generously to the needs of the communities in which it does business. Each year, well over one million dollars in cash is donated to charitable organizations through the Alexander & Baldwin Foundation, improving the quality of life in the communities in which our employees live and work.

A&B is a recognized leader in business and in corporate philanthropy and we are proud of these achievements. We also recognize our contributions are only possible thanks to a corps of dedicated and hard working employees, like yourself.

To increase the ways in which our employees can direct Foundation funds, we have introduced a new employee program, in addition to our traditional matching gifts programs for education and for culture and arts—where your cash donation triggers a matching cash gift from A&B.

This is a volunteer matching gifts program, through which your volunteer time can trigger direct cash support from the A&B Foundation. As demands on our personal time grow, contributions of that time are even more valuable. This new program will recognize the personal donations of eligible employees—who have unselfishly donated time and talent to qualified charitable organizations—by ‘matching’ that gift of time with a cash matching gift from the A&B Foundation.

Giving time to help the needs of others is perhaps the greatest gift of all. Your time is valuable and it makes a difference to those who are on the receiving end of your efforts. Thank you for being an active member of our community and for your generous participation in bettering your world.

Sincerely,

A handwritten signature in dark blue ink that reads 'Allen Doane'.

Allen Doane  
President and Director  
Alexander & Baldwin Foundation  
President and Chief Executive Officer  
Alexander & Baldwin, Inc.

---

**BACKGROUND**

---

The Alexander & Baldwin Foundation Volunteer Matching Gifts program has been established as a way of showing support for A&B employees who volunteer their time for community projects, and to encourage others to better their communities through volunteer service.

---

**EMPLOYEE ELIGIBILITY**

---

Regular monthly salaried non-bargaining employees of A&B, its divisions or subsidiaries, with at least one year of continuous employment, are eligible to participate.

---

**AMOUNT OF MATCHING DONATION**

---

The A&B Foundation will match an employee's volunteer hours based on a fixed rate of \$250 for every 25 hours of volunteer service. Employees may request up to two volunteer matching gifts per year, for a combined total of \$500, but may request only one gift per organization. The maximum any recipient organization may receive via this program per year is \$1,000. Applications for amounts exceeding these individual and organizational totals are ineligible for matching and will not be carried forward.

---

**RECIPIENT ORGANIZATION ELIGIBILITY**

---

Please review the following to ensure the recipient institution receiving your volunteer gift is eligible. However, final determination of any institution's initial and continuing eligibility and participation will be made by the A&B Foundation.

Recipient agencies must be non-profit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code, to which contributions are deductible for income tax purposes. Recipient institutions must be located within the United States.

---

**CONSTRAINTS**

---

Time spent simply as a member of an organization is not eligible for a volunteer matching gift.

Volunteer matching gifts may not be applied to membership fees; tuition payments; unpaid pledges; insurance premium payments; dues to alumni or other groups; subscription fees for publication, tickets for cultural or sports events.

The Volunteer Matching Gifts program is not available to any organization which discriminates in any way that is inconsistent with A&B's equal opportunity policies.

---

**SERVICE CRITERIA**

---

Volunteer service is accrued for activities and projects beyond simple membership participation. Examples include service as a board member or board officer, responsible committee role, special event assistance or participation. Volunteers must not accept compensation for their time. Verification of volunteer hours will be made by A&B.

---

**DESIGNATION OR RESTRICTION OF GIFT**

---

Gifts contributed by the A&B Foundation will be restricted to the club, chapter, or affiliate for which the employee has provided volunteer support.

---

**FUNDS FOR VOLUNTEER MATCHING GIFTS**

---

The A&B Foundation will allocate a portion of its funds for volunteer gift payments each year. Should eligible application be received after available funds have been exceeded, they will be carried forward and considered in the ensuing calendar year unless additional funds are authorized.

---

**EMPLOYEES – RETAIN THIS PAGE AND USE THIS SPACE BELOW FOR YOUR RECORDS**

---

Volunteer services for :

---

---

---

---

Date Form Sent to Agency:

---



## APPLICATION FOR VOLUNTEER MATCHING GIFTS

### APPLICATION PROCEDURE

PLEASE PRINT OR TYPE

**Step 1.** Employee Volunteer obtains an application form, completes the volunteer portion of the form, records the date and hours spent as a volunteer for a particular organization, holding the form until volunteer service has been completed.

**Step 2.** Within 45 days of completing service, the Employee Volunteer submits the form to the Recipient Institution for verification of hours and forwards it to the A&B Human Resource Department (P.O. Box 3440, Honolulu, HI 96801-3440).

**Step 3.** The A&B Human Resource Department verifies the Employee Volunteer's eligibility and forwards the form to the A&B Foundation, where

the Recipient Institution's eligibility is verified and the Employee Volunteer's hours may be verified.

**Step 4.** The A&B Foundation sends a check to the Recipient Institution; the Employee Volunteer also will be notified in writing of the gift payment.

Requests for information relating to the A&B Foundation Volunteer Gifts Program should be addressed to

Volunteer Gifts Program  
Alexander & Baldwin Foundation  
P.O. Box 3440  
Honolulu, HI 96801-3440

### STEP 1

#### EMPLOYEE VOLUNTEER SECTION:

Please complete all of Step 1 and hold until 25 hours of volunteer service is complete.

#### A. Employee Volunteer Information

Company, Subsidiary, Division	Print or Type Full Name
Department/Location/Daytime Phone	Home Address
Date of Employment	City, State, Zip Code

#### B. Recipient Organization

Name	Phone
Address	Fax
City, State, Zip Code	Email

#### C. Volunteer Record (Attach sheet if additional space is needed)

Date	Purpose/Project	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Grand Total:** \_\_\_\_\_

Donor's Signature

#### D. Presentation of Check (Select one)

- I would like to personally deliver the check to the organization.
- Please mail the check to the organization.

## STEP 2

---

**RECIPIENT SECTION:** Please complete and mail entire page to  
**Alexander & Baldwin, Inc. Human Resource Dept., P.O. Box 3440, Honolulu, HI 96801-3440**

### A. VERIFICATION OF VOLUNTEER SERVICE

This is to certify that \_\_\_\_\_ (employee) volunteered at least 25  
(twenty five) hours for \_\_\_\_\_ (institution name) as shown on page 2.

### B. RECIPIENT ELIGIBILITY AND CONTACT INFORMATION

We have reviewed the eligibility requirements of the Alexander & Baldwin Foundation Volunteer matching Gifts Program described below and certify that our institution meets these requirements.

_____	_____		
Name of Institution	IRS 501(c)(3) Status Awarded (Date)		
_____	_____		
Address	City, State, Zip Code		
_____	_____		
Name and Title of Certifying Officer	Signature		
_____	_____		
Telephone	Fax	Email	Date of Signature

#### RECIPIENT ELIGIBILITY

Agencies must be nonprofit, with a letter from the U.S. Treasury Department granting tax exemption under Section 501 (c) (3) of the Internal Revenue code. They must promote the general welfare and common good of the communities; examples include individual United Way agencies, such as American Red Cross, Boys and Girls Clubs, and other agencies eligible under the A&B's Matching Gifts Programs for Education or Culture. Agencies NOT eligible include religious or fraternal groups, political organizations or organizations which promote a hobby or benefit only the employee or the employee's family. The agency must not exclude anyone's participation due to race, creed or religion.

## STEP 3

---

### EMPLOYEE ELIGIBILITY VERIFIED

Human Resource Approval \_\_\_\_\_ Date \_\_\_\_\_

### INSTITUTIONAL ELIGIBILITY AND VOLUNTEER HOURS VERIFIED

A&B Foundation Approval \_\_\_\_\_ Date \_\_\_\_\_

## STEP 4

---

### VOLUNTEER MATCHING GIFT PROCESSED

\_\_\_\_\_ Date \_\_\_\_\_