

BNSF RAILWAY FOUNDATION  
EMPLOYEE MATCHING GRANT PROGRAM

**WHO IS ELIGIBLE?**

Regular, full-time employees of BNSF Railway Company **with one year or more continuous active service.**

**WHO IS NOT ELIGIBLE?**

Part-time, temporary, contract or retired employees and members of an employee's family are not eligible.

**WHO MAY RECEIVE THE FOUNDATION MATCH?**

Except as provided below, the BNSF Railway Foundation (the "Foundation") will consider matching grants only to organizations recognized by the Internal Revenue Service as public charities under I.R.C. Sections 509(a)(1) and 509(a)(2), and exempt operating foundations under I.R.C. Section 4940(d)(2). All recipient organizations must be located within the United States or one of its possessions. An organization described in this paragraph is referred to as an "Eligible Organization."

**WHAT ARE SOME EXAMPLES OF POTENTIAL RECIPIENTS?**

Below are some examples of types of Eligible Organizations to which the Foundation will consider matching grants, provided that the other requirements set forth herein are met.

Educational Organizations. Graduate and professional schools, four-year colleges and universities, seminaries and theological schools, junior and community colleges, accredited private junior high or high schools and private elementary schools (K through 8<sup>th</sup> grade, provided they are accredited by the appropriate regional or professional associations), and eligible public charities that support accredited public elementary, junior high or high schools.

Cultural Organizations. Organizations such as museums, public or private libraries, public radio and television, performing arts groups and theaters.

Health and Human Service Organizations. Organizations (including faith-based organizations) addressing the health and well-being of children, youth, the elderly and families, including the American Red Cross and organizations that provide international health and human services.

Conservation and Environmental Groups. Organizations whose mission is the conservation, protection, restoration and management of our wetland resources, natural resources and land preservation. Animal welfare organizations that provide rescue, shelter and adoption or whose purpose is the prevention of animal cruelty.

Hospitals. Private non-profit hospitals.

**WHAT CONTRIBUTIONS ARE MATCHED?**

1. Contributions of cash (including those made by check and credit card) or marketable securities made by an employee to an Eligible Organization, up to a maximum of \$20,000 per employee per calendar year. **Employees are responsible for keeping track of their charitable giving.**
2. The Foundation will not match an employee's contribution to an Eligible Organization unless the contribution (or the sum of such employee's contributions in the relevant calendar year) is equal to or greater than \$100.
3. **Contributions must be made by an employee personally and may not be made on behalf of other**

**individuals (including groups of employees) or other sources.**

4. For purposes of a matching grant, the value of a gift of marketable securities will be the cash equivalent of its market value at the close of the market on the date of the contribution, or on the last preceding day on which such securities were sold, or the published bid price for such securities on the date of the contribution.
5. An employee's performance of services will not influence the approval of a matching grant.

**WHAT CONTRIBUTIONS ARE NOT MATCHED?**

The Foundation will not match contributions made to private foundations, the United Way, community foundations, chambers of commerce, fraternities and sororities (or their respective foundations) or to any organization that is not an Eligible Organization. The Foundation will not match contributions for the following activities: proselytization; athletic activities (other than those specifically authorized by the Foundation's Board of Directors); tuition or school supply payments; activities, maintenance, or registration fees; or alumni dues or similar payments. Bequests will not be matched.

In-kind contributions and contributions of services are not eligible for matching grants. Fees charged by a third-party entity such as PayPal or Donor Bridge will not be matched.

The Foundation does not match pledges or future obligations of an employee. Matching grants are only provided after the contribution has been made to the Eligible Organization.

No employee may receive a benefit or service in exchange for a contribution of matching funds by the Foundation to an Eligible Organization.

**PROCEDURE**

1. Employee completes **Part 1** and mails the entire form, including this program memorandum, with the contribution to the designated institution. **Forms sent via facsimile cannot be accepted.** The Foundation must have original signatures from both the employee and the recipient organization.
2. If the employee gives online directly to the recipient organization, a printed receipt must accompany the matching grant form which can be mailed directly to the Foundation.
3. Recipient organization completes and signs **Part 2**. The organization returns the entire form, **along with proof of the donation to: BNSF Railway Foundation, 2500 Lou Menk Drive, Fort Worth, TX 76131-2830.**
4. The Foundation may amend or terminate this program at any time. The interpretation, application and administration of the Employee Matching Grant Program shall be determined by the Foundation, and its decisions shall be final.
5. Contact information: Deanna Dugas, Manager BNSF Railway Foundation; deanna.dugas@bnsf.com.

# BNSF Railway FOUNDATION

2500 Lou Menk Drive, AOB-2, Fort Worth, TX 76131-2830

## Employee Matching Grant Program

Part 1 - To be completed by employee, then forwarded with contribution to nonprofit organization.

Employee Name

Employee "B" Number (if not known, please contact your Human Resources representative.)

Full Home Address: No. & Street, City, State & Zip Code

Telephone Number

Division, Department & Location

Email Address (can be work or home)

Exact Date of Contribution (If listing more than one, provide the date of EACH INDIVIDUAL CONTRIBUTION.)

\$  
Amount of Contribution (If listing more than one, provide the amount of EACH INDIVIDUAL CONTRIBUTION, not a grand total.)

Do you or any member of your immediate family have a relationship or association with the charity receiving your contribution? If so, describe the nature of the relationship: \_\_\_\_\_

I certify that the information submitted is correct and represents my personal contribution under the provisions of the program:

Employee Signature (**Must be original – copied or faxed signatures cannot be accepted.**) Date

### Part 2 – Completed by Organization

Legal Name of Organization

Contact's Telephone

Name of Fund or Designation, If Any

Contact's Email

Address **where Matching Grant payments are accepted.**

Securities – Company Name, Type, Number of Shares, Value, and Method of Valuation

Attach a copy of the donor's payment or a receipt showing the exact amount and date of the contribution, as well as a copy of your 501(c)(3) determination letter if you have not previously supplied one. The determination letter should reference the Internal Revenue Code section under which your organization is exempt. Donations may be matched to organizations that satisfy the BNSF Railway Foundation's requirements for Eligible Organizations and are recognized as exempt under I.R.C. Sections 509(a)(1) and 509(a)(2) or exempt operating foundations under I.R.C. Section 4940(d)(2). Failure to provide the necessary documentation will result in the form being returned to you, which will delay your receiving the BNSF Railway Foundation's match.

Please record whether the donor has received or will receive any benefit or service in exchange for the donor's contribution (for example: CD's, mugs, t-shirts, DVDs, magazine subscriptions, gifts, place at a gala dinner, or any other amenities that have cash value.) **The signature of an Authorized Signer below certifies that (i) the donor has not and will not receive any benefit or service in exchange for a contribution by the BNSF Railway Foundation, (ii) no portion of a contribution by the BNSF Railway Foundation will be applied to any current or future pledge of the donor, and (iii) to the best of your knowledge, your organization is in compliance with the criteria for the BNSF Railway Foundation Employee Matching Grant Program (attached and available at <http://bnsffoundation.org/programs>).**

Benefit received by employee: \_\_\_\_\_ Cash Value: \_\_\_\_\_

Authorized Signature

**(Did you remember to attach a receipt or copy of donor's payment?)**

Date

Printed Name of Authorized Signer