



Charity Choice is a matching gifts program designed to support the causes favored by Otter Tail Corporation employees as well as encourage employee volunteerism.

If you contribute at least \$100 a year to one qualifying nonprofit organization, Otter Tail Corporation Foundation will make one matching donation (up to \$500) to that organization on your behalf. Or, if you volunteer a minimum of 24 hours of personal time, the Foundation will make one \$500 donation to that organization on your behalf. Each employee is eligible for one donation to one organization each year.

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Contact Niki Vaagene at ext. 3577 or email nvaagene@ottertail.com

Program Guidelines

- An employee who donates at least \$100 or volunteers at least 24 hours of personal time between January 1 and December 31 may apply for a matching donation up to \$500.
- The employee and qualifying 501(c)(3) nonprofit organization must submit the completed application form to Otter Tail Corporation Foundation. The recipient of the donation must provide their tax-exempt status letter under Section 501 (c)(3).
- For processing purposes, combinations of time and dollars will not be considered eligible. For example, 12 hours of time and a \$50 contribution cannot be combined for a match.
- The program will not match donations of time or money designated to benefit a particular individual or any activity that affords the volunteer personal benefits such as gifts, services, tickets, or products.

Eligible organizations

Qualifying organizations must be tax exempt under 501(c)(3) of the IRS Code and will render services in the broad classifications of education; health and human services; community, civic, and cultural development; and environmental stewardship.

NOTE: *Donations to institutions of higher education and United Way do not receive the \$100 match because Otter Tail Corporation offers the following programs.*

- **Matching Gifts: Higher Education**
Contributions to institutions of higher education are eligible for a 100% matching gift from \$25 to \$1,000.
- **United Way**
Otter Tail Corporation will match 50% of all corporate employee contributions to the United Way made through payroll deductions.

Ineligible organizations

- Civic groups that are not tax exempt under IRS 501(c)(3), including fraternal, social, union, or veteran organizations.
- Institutions or organizations with a primary purpose of promoting a particular religious faith or creed.
- Organizations that promote a political party or candidate or that advocate particular public policy positions.
- Organizations with philosophies or missions that may conflict with Otter Tail Corporation's policy positions or that may cause negative publicity for the company.

Charity Choice



PART 1 – Employee information

Please read the program guidelines before completing this form. Send the completed form to the qualifying organization when you have made donations of at least \$100 or met your minimum (24) volunteer hours.

	<i>Print or type in the following fields</i>
Name of employee	
Address/City/State/Zip	
Nonprofit organization name	
Total hours volunteered from 1/1 and 12/31, 20__	
Brief description of your volunteer activities	
<u>OR</u> Total monetary donation	
<p>I understand that a donation will be made to one qualifying nonprofit organization for which I have either volunteered a minimum of 24 hours of unpaid volunteer time from January 1 through December 31 or have made a contribution of at least \$100.</p> <p>Signature: _____ Date: _____</p>	
<p><i>Please sign and forward this form to your nonprofit organization for verification.</i></p>	

PART 2 – Nonprofit organization information

The organization identified below received the information described in Part 1 of this form and is tax exempt under Section 501(c)(3) of the Internal Revenue Code. Corporations may deduct contributions to this organization on their federal income tax returns.

	<i>Print or type in the following fields</i>
Nonprofit organization name	
Address/City/State/Zip	
Federal 501 (c) (3) Number	
Name and title of signer	
<p>I confirm that the person named above has either provided at least 24 non-paid volunteer hours OR at least \$100 to our organization within the calendar year of 20__.</p> <p>Signature: _____ Date: _____</p>	
<p><i>Please return this completed form and your tax-exempt status letter under Section 501 (c)(3) to: Otter Tail Corporation Foundation, 4150 19th Ave S. Suite 101, Fargo, ND 58103 Questions? Call Niki Vaagene 701-451-3577 or email nvaagene@ottertail.com</i></p>	