



**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 or provide a minimum of 24 hours of personal volunteer time 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.

Each employee is eligible for one donation to one organization each year.

Submit to [foundation@ottertail.com](mailto:foundation@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	
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.	
Signature:	Date:
<b>Please sign and forward this form to your nonprofit organization for verification.</b>	

## 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	
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__.	
Signature:	Date:
<b>Please return this completed form and your tax-exempt status letter under Section 501 (c)(3) to:</b> <a href="mailto:foundation@ottertail.com">foundation@ottertail.com</a> . Questions? Email <a href="mailto:foundation@ottertail.com">foundation@ottertail.com</a> .	