



## ATK MATCHING GIFT PROGRAM

The Matching Gift Program was established to encourage employees to support eligible charitable non-profit organizations. This program is an important part of the company's goal to "be a positive force in the communities where we live and work."

### Who is Eligible?

All active full-time and active part-time employees are eligible. Members of the board of directors also are eligible.

### What Organizations Are Eligible?

- Most charitable non-profit organizations recognized by the IRS as tax-exempt under Section 501(c)(3) located in areas where ATK employees live and work.
- Any non-profit four-year accredited college, university, technical institute, or graduate school located in the United States or other educational institutions located in the communities in which employees live and work.
- Any public radio or television station that meets the criteria established by the Corporation for Public Broadcasting.
- Religious organizations are eligible if the gift is for a community service (i.e., a food shelf administered by church or clergy).

### How Are Gifts Matched?

Cash gifts are matched dollar for dollar. The minimum amount of each gift must be at least \$50. The maximum match per employee per ATK's fiscal year is \$400.

Note: One match per charity, per employee, per fiscal year. Multiple gifts per year to the same charity are not eligible.

### What Is the Procedure?

Complete Part 1 Employee section of the form. Send the entire form along with your gift to the eligible organization.

When your gift is received, the organization will complete Part 2 and return the entire form to the ATK Matching Gift Program.

Gifts to organizations will be matched quarterly. Employees can check the status of their matching gift via the Employee Solutions website, under Personal Profile.

### Are There Any Restrictions?

Monies which will **not** be matched include:

- Tuition, alumni association, or class dues
- Membership dues or subscription fees for publications
- Funds raised from others (such as sponsorships). We will, however, match gifts made by an employee to sponsor someone else
- Animal charities and associations
- Lotteries, raffles, auctions, pledges, etc.
- Bequests
- Insurance premium payments
- Tickets to athletic or cultural events

Also excluded are gifts to general religious and political organizations and company-sponsored campaigns (e.g., United Way and FoodShare).

ATK reserves the right to determine the suitability of an organization or activity to receive funding. Any request may be rejected if the organization is not, in ATK's judgment, an appropriate recipient of its funds.



## MATCHING GIFT PROGRAM

### PART 1. EMPLOYEE

Read carefully eligibility and restriction information on Page 1 of this form before submission. To have your contribution matched, complete Part 1 and send both pages of the form with your contribution to the eligible institution of your choice. All information below must be given or the request will be returned.

*Please print.*

|  |                |
|--|----------------|
| NAME OF EMPLOYEE                                     | BUSINESS PHONE |
| EMPLOYEE 5 DIGIT NUMBER <b>(MANDATORY FOR MATCH)</b> | MAIL STATION   |
| AMOUNT OF CONTRIBUTION \$ <b>(MINIMUM \$50)</b>      | DATE OF GIFT   |
| NAME OF INSTITUTION RECEIVING GIFT                   |                |
| CITY & STATE OF INSTITUTION                          |                |
| SIGNATURE OF EMPLOYEE                                |                |

### PART 2. INSTITUTION RECEIVING CONTRIBUTION

**Include a copy of your 501(c)(3) unless your institution regularly receives ATK Matching Gifts.** If you represent a religious organization, ATK's gift must be used for community service.

Please complete Part 2 and return form to:

ATK Matching Gift Program  
7480 Flying Cloud Drive  
Minneapolis, MN 55344

As an authorized administrator of the designated institution, I certify that this institution satisfies requirements of the ATK Matching Gift Program. The gift described above was received from:

|   |   |           |     |
|---|---|-----------|-----|
| NAME OF CONTRIBUTOR (ATK EMPLOYEE)                    | NAME OF PERSON BEING SPONSORED, IF APPLICABLE |           |     |
| CONTRIBUTION \$ (TAX DEDUCTIBLE PORTION ONLY)         | DATE OF GIFT                                  |           |     |
| NAME OF INSTITUTION                                   | TAX ID  | TELEPHONE |     |
| ADDRESS   | CITY  | STATE     | ZIP |
| <b>CERTIFYING ADMINISTRATOR – MANDATORY FOR MATCH</b> |   |           |     |
| PRINT NAME  | PRINT TITLE                                   | SIGNATURE |     |