



SI Bank & Trust Foundation ("Foundation") seeks to help improve the quality of life in communities served by SI Bank & Trust through grants to charitable, nonprofit organizations. To encourage and support the generosity and community involvement of employees and directors, beginning July 1, 2003, SI Bank & Trust Foundation offers the SI Bank & Trust Foundation Matching Gifts Program, which provides matching funds for contributions made after July 1, 2003 to the charitable organizations employees personally support in our local communities. To maximize the impact of employee charitable giving, SI Bank & Trust Foundation matches, dollar for dollar, donations made by eligible employees, up to \$5,000 per year, to the eligible nonprofit organizations of their choice.

WHO CAN PARTICIPATE

All active full-time and part-time employees of SI Bank & Trust and Directors of SI Bank & Trust and SI Bank & Trust Foundation. Gifts from Spouses or Surviving Spouses are not eligible.

ELIGIBLE ORGANIZATIONS

Nonprofit organizations located in the states of New Jersey and New York that are recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, civic, arts and culture, health and human service agencies, and environmental organizations.

WHAT CONTRIBUTIONS ARE ELIGIBLE?

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- The maximum amount matched per donor per Foundation fiscal year is \$5,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the fiscal year, 7/1 – 6/30.
- Gifts must be personal contributions made directly to approved organizations.
- The donor's limit is based on the date of the gift.

Gifts must be in the form of check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.

WHAT IS NOT ELIGIBLE FOR MATCHING?

- Gifts made prior to July 1, 2003
- A payment for raffle tickets, benefit meals, auctions at (or for) fundraising events
- A payment to a private foundation
- A payment to a membership organization, trade organization, social club, political organization, or any other organization that is not recognized by the Internal Revenue Service as a charitable organization under Section 501(c)(3) of the Internal Revenue Code
- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Gifts made in lieu of tuition payment for services

- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

HOW THE PROGRAM WORKS

Matching gifts requests can be submitted by using the SI Bank & Trust Foundation Matching Gifts Program Request Form.

By Mail:

The employee should:

- Complete Part 1 of the application form.
- Mail the application form, with the donation and any other necessary documentation, to the organization of choice that meets the criteria listed in the guidelines. An original signature is required. Faxed forms will not be accepted. The matching grant to be provided by SI Bank & Trust Foundation will be designated for unrestricted support.

The recipient organization should:

- Complete Part 2 of the application form.
- The authorized officer of the charity must verify the donation, sign the application form and return the application form to the SI Bank & Trust Foundation Matching Gifts Program, P.O. Box 2236, Princeton, NJ 08543-2236. An original signature is required.

Eligible requests are processed and matched to organizations on the following quarterly schedule.

Received By:	3/1	6/1	9/1	12/1
Processed By:	3/31	6/30	9/30	12/31

Match requests must be registered within six months of the date of payment by check, credit card, or traded securities. Gifts registered after that time will not be honored. All gifts must be verified by the recipient organizations in order to be matched by SI Bank & Trust Foundation.

For more information, please contact the Matching Gifts Program via email at sibk@easymatch.com or by phone at 1-(800) 457-3595

ADMINISTRATIVE CONDITIONS

SI Bank & Trust Foundation reserves the right to interpret, apply, amend or revoke these guidelines at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between SI Bank & Trust and any one or all of its employees.

