

MATCHING GIFT PROGRAM GUIDELINES



The Rockwell Collins Matching Gift Program is an opportunity for employees and directors to join Rockwell Collins Charitable Corporation's efforts in providing financial assistance to institutions of higher education; elementary or secondary schools (K-12); educational funds; and art or cultural organizations. Gifts to civic and community, environmental, or health and human service organizations are not eligible for matches.

ELIGIBLE DONORS

- All full-time, active employees of domestic components of the corporation and its domestic subsidiaries **who have completed one year of continuous employment**
- Part-time employees working a regular schedule of at least 20 hours per week
- All directors of the corporation
- **NOT ELIGIBLE:** Retirees, employees residing outside the United States, and employees in separation status.

ELIGIBLE GIFTS

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. Gifts made through a charitable trust, foundation or corporation established by the donor are considered eligible gifts.
- The minimum eligible gift is \$25.
- The maximum total of all contributions eligible for company matching per full-time employee in a single calendar year is \$5,000, for part-time employees is \$2,500.
- The maximum total of all combined employee gifts eligible for company matching to any one K-12 school in a single calendar year is \$25,000. (This can prevent otherwise eligible gifts from being matched.)
- Eligible gifts are matched dollar for dollar.
- Gifts may be cash, check or securities having a quoted market value. Securities will be matched on the basis of the closing price on the date of the gift.
- The donor, the donor's family or individuals designated by the donor may not receive a benefit as the result of the gift. The value of any benefit received is excluded from the amount matched.

Matching Gift Forms must be received within six months of the gift date. Late requests will be declined.

ELIGIBLE ORGANIZATIONS

All organizations must be eligible to receive tax-deductible contributions under section 170 of the Federal Internal Revenue Code and must be classified as an instrumentality of a federal, state or local government agency or as a public charity under section 501(c)(3) of the Code. Eligible organization must also be classified into one of the following categories:

Arts and Culture

Must be open to and operated for the benefit of the general public. Eligible organizations include arboretums and botanical gardens; art/craft centers, councils, exhibits; dance, musical and opera companies; historical exhibits/restorations; libraries; museums; public radio/TV; symphonies; theaters; and zoos.

Educational Foundations

- Must be an integral part of the college or university or be an educational fund (e.g. United Negro College Fund, Independent College Funds of America, Hispanic Association of Colleges and Universities, American Indian College Fund) whose sole purpose is raising money for its constituent member schools that individually are eligible.
- Funds must pass undiminished to the school.

Elementary and Secondary Education (K-12)

- Public or accredited private kindergarten through high schools.
- Foundations established by the school districts to fund one or more eligible schools.

- Rockwell Collins Charitable Corporation will contribute a maximum of \$25,000 to any K-12 school or foundation during a single calendar year. Requests in excess of this amount will be declined.

Colleges and Universities

- May be public or private
- Must be accredited and listed in the current HEP Directory.
- Must offer at least two-year academic program.
- **NOT ELIGIBLE:** seminaries, theological institutions, bible colleges and religious schools that restrict entry to students who profess a particular faith or belong to a specific denomination or sect, or where a majority of the graduates are prepared for a profession in the clergy, religious education or missionary work.

GIFTS THAT CANNOT BE MATCHED

- Pledged gifts that have not yet been paid.
- Gifts in kind (e.g. personal services, real property other than securities).
- Financial obligations of the donor, including tuition, dues, fees, memberships, etc. Rockwell Collins will match a contribution made in conjunction with fees or dues if documentation is provided by the organization indicating the amount considered a donation.
- Gifts where a donor, donor's family or individuals the donor selects, receive a benefit such as tickets, memberships, meals or preference for parking, tickets, etc.
- Church-related obligations such as the Bishop's or Cardinal's Appeal, tithes, etc.
- Gifts to support athletics, athletic scholarships, booster clubs, etc.
- Dues for national or local alumni groups are not eligible for the matching program.

PROCEDURE

- The Donor completes Section A of the form and forwards the form and his/her donation to the organization. Application must include original signatures.
- The organization's authorized representative completes Section B of the form and forwards it to the address shown on application form.
- If this is the organization's first request, a mission statement and proof of tax status should accompany the request.

GENERAL INFORMATION

- The Rockwell Collins Charitable Corporation has the right to suspend, change, revoke or terminate the Program at any time without notice and with respect to gifts thereafter made.
- Questions of policy, interpretation, application or administration of the Matching Gift Program, or otherwise, shall be decided by the Board of Directors, and its decisions shall be final.
- Payments are made quarterly in April, August, October and January for eligible requests received by the 15th of the preceding month. Forms that are received too late for the deadline are carried into the next quarter.
- Donors must maintain adequate records to verify a gift for three years. Such verification may be requested during that time.
- Donors will receive an annual statement acknowledging their gift(s).

MATCHING GIFT APPLICATION



SECTION A

To be completed by Donor and sent with gift to selected organization or institution.

Personnel Number	Donor Name		
Home Mailing Address	City	State	Zip
()			
Telephone Number	E-mail Address		
Organization Name	City	State	Zip
	\$	\$	
Purpose or Gift Designation	Amount of Gift	Amount to Match	
<input type="checkbox"/> Cash or Check <input type="checkbox"/> Security	Number of Shares: _____	Name of Security _____	
<small>By signing and providing this matching gift form to the recipient organization, I certify that the amount is a gift for which I receive no personal material benefit and that the gift meets the program guidelines. The gift comes from my personal assets and will not entitle me, my family, or persons designated by me to any benefits including, without limitation, tuition, fees, dues, insurance premiums, athletic or other tickets, or other considerations or to fulfill a pledge, tithe or other church-related financial obligations.</small>			
Signature	Date		

SECTION B

To be completed by recipient organization.

EIN (Employer Identification Number)	Organization Name		
Mailing Address	City	State	Zip
()	()		
Telephone Number	Fax Number	E-mail Address	
\$	\$		
Amount of Gift	Tax Deductible Amount of Gift		
<small>By signing and presenting this application, I hereby certify that this organization/program meets the eligibility requirements of the Rockwell Collins Matching Gift Program as outlined in the program guidelines. I further certify that the organization is eligible to receive tax deductible contributions under section 170 of the Internal Revenue Code and is classified as a 501(c)(3) public charity or a government agency and that the amount reported as the Tax Deductible Amount of the Gift is a charitable contribution and that no personal benefit has been derived by the donor as a result of the gift.</small>			
Authorized Officer's Name	Title		
Authorized Officer's Signature	Date		

FORMS NOT RECEIVED WITHIN SIX MONTHS OF THE DATE OF THE GIFT WILL NOT BE MATCHED.

Organizations please return the completed form to:
ROCKWELL COLLINS MATCHING GIFT PROGRAM
P.O. Box 2248 • Princeton, NJ 08543-2248
To contact us call: 1 (866) 240-6754 • 9:00 a.m. to 5 p.m. Eastern Time • 24 Hour Voice Mail
Fax: (609) 799-8019 • E-mail: rockwellcollins@easymatch.com