



# ITW Foundation Volunteer Program U.S. Program Overview and Eligibility Guidelines

ALL TERMS AND CONDITIONS  
FOR THE ITW FOUNDATION  
VOLUNTEER PROGRAM ARE  
EFFECTIVE **JANUARY 1, 2016**

## Overview:

The ITW Foundation will donate funds to a qualifying non-profit U.S. public charity in support of volunteer hours performed by an eligible U.S. employee. This program allows eligible employees to enhance their volunteer time by earning a monetary donation of \$10 for each hour of volunteer work up to 100 hours if performed for one or more non-profit U.S. public charities that meet the eligibility requirements. United Way is eligible for our volunteer program.

The program will operate on a calendar year, from January 1 through December 31 each year. The verified form must be received or postmarked by March 31 to receive gifts for the previous calendar year.

## Eligibility Guidelines:

- All benefits-eligible U.S. full-time, active ITW employees may participate in the U.S. ITW Foundation Volunteer Program. Each volunteered hour performed by the employee, a minimum of 1 hour up to a maximum of 100 hours, qualifies for a gift of \$10.00.
- Hours are cumulative from January 1 through December 31.
- To qualify for the ITW Foundation Volunteer Program, the organization must qualify for the Foundation's regular matching gift program. Generally that means it must be a 501(c)(3) non-profit public charity and conduct cultural, civic, youth, minority, animal welfare, environmental, education or senior activities or serve the health and social needs of the community. Alternatively, it may be a U.S. accredited public or private college or university, or a public or private elementary or secondary school. We suggest you check with the organization to be sure it qualifies before applying for the gift.
- Volunteered hours will be performed on employee personal time or at the discretion of management within your business.
- This application form must be verified by the qualifying organization and received by the ITW Foundation; or postmarked by March 31 to receive gifts for the previous calendar year.

## Ineligible Organizations:

- Fraternities and sororities;
- Educational institutions that are seminaries, defined as those that prepare individuals to support a religious faith (such as clerics, ministers, priests, rabbis, reverends, etc.);
- PTA's/parent-teacher organizations and booster clubs;
- Small groups, such as a specific Boy Scout or Girl Scout troop (but not regional councils or the national Boy Scout or Girl Scout organization), or funds set up to benefit specific individuals;
- Extra-curricular activities such as sports, bands, travel, field trips, etc., of private and public elementary schools, high schools and higher-education institutions;
- Missions, places of worship and other institutions that support a religious faith. However, if contributions are used only to promote health and human services such as feeding the hungry, providing shelter, offering clothing, or promoting self-sufficiency and these services are available to the general public, they are eligible for the ITW Foundation Volunteer Program;
- Alumni associations;
- Athletic/sports groups;
- Organizations that are or operate like a Community Foundation or Federated Campaign; and
- Donor advised funds and private foundations (except private operating foundations).

## Employee Instructions:

1. Complete Part 1 of the application form and provide it to the recipient organization. The organization must complete the form and submit it to the ITW Foundation in order to receive the donation for volunteered hours. See the Recipient Organization Instructions below.

## Recipient Organization Instructions:

1. Review Program Overview and Eligibility Guidelines above for compliance with the ITW Foundation Volunteer Program.
2. Verify the number of volunteered hours performed.
3. Complete Part 2 of the application form.
4. Return completed form to: ITW Foundation Volunteer Program, 155 Harlem Avenue, Glenview, IL 60025.

If you have Questions Email: [volunteers@itw.com](mailto:volunteers@itw.com) | Employees call: **1.866.ITW.2468, Option 6** | Charitable Organizations call: **1.847.657.6400**



# ITW Foundation Volunteer Program U.S. Application Form

## PART 1 – TO BE COMPLETED BY EMPLOYEE VOLUNTEER (Please provide all information requested)

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EMPLOYEE NAME BUSINESS TELEPHONE & EMAIL ADDRESS

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HOME STREET ADDRESS CITY STATE ZIP CODE

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AMOUNT OF HOURS & DATE(S) OF SERVICE

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NAME OF ORGANIZATION STREET ADDRESS CITY STATE ZIP CODE

I certify that neither my family nor I will derive any direct or indirect financial or material benefit from my volunteer service. I authorize the above-named recipient organization to report my hours of volunteer service to the ITW Foundation for the purpose of applying for a volunteer gift. I certify that my hours of service fully comply with the provisions of the program described herein and do not represent in anyway a fee for service or benefit. **Any misrepresentation by me of the statements made herein will forfeit my rights to any contributions and in addition, may result in violations of law and possible termination of employment.** I have read and understand the eligibility guidelines of the ITW Foundation Volunteer Program and the consequences of violating these guidelines and the requirements stated on page 1.

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EMPLOYEE SIGNATURE DATE

## PART 2 – TO BE COMPLETED BY ORGANIZATION (Please provide all information requested)

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ORGANIZATION NAME & EMAIL ADDRESS BUSINESS TELEPHONE (INCLUDE AREA CODE)

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OFFICE STREET ADDRESS CITY STATE ZIP CODE

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DESCRIPTION OF WORK DONE AMOUNT OF HOURS & DATE(S) OF SERVICE

I hereby certify that this organization meets the eligibility requirements of the ITW Foundation Volunteer Program and that neither the volunteer nor any individual at the recipient organization will derive any personal material benefit from this gift. By signing below I am confirming that our 501(c)(3) status is still in effect or that we are an accredited school, college or university, and that we understand the ITW Foundation Volunteer Program does not create a balance due from, or a legal obligation of, the ITW Foundation or Illinois Tool Works Inc.

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SIGNATURE OF AUTHORIZED OFFICER'S NAME & DATE TITLE (PLEASE PRINT)

MAIL COMPLETED FORM AND ANY REQUIRED ENCLOSURES TO:

**ITW FOUNDATION VOLUNTEER PROGRAM  
155 HARLEM AVENUE, GLENVIEW, IL 60025**

IF YOU HAVE QUESTIONS EMAIL US AT: [volunteers@itw.com](mailto:volunteers@itw.com)  
EMPLOYEES CALL: **1.866.ITW.2468; Option 6**  
CHARITABLE ORGANIZATIONS CONTACT US AT: **1.847. 657.6400**

**Reminder: This application must be completed and received by the Foundation or postmarked by March 31st in order to be validated and qualify for the previous calendar year.**