

2019 Charitable Matching Program

Throughout 2019, Port Blakely is offering a program to match Port Blakely employee donations up to \$250 to charitable organizations per year. Any US-based Port Blakely employee is eligible to participate in the matching program, including employees at PLS International, Port Blakely's corporate offices, and US Forestry.

Criteria for Charitable Organizations Requesting Matching Funds

Charitable organization in the US that would like to request matching funds must have active 501(c)(3) status from the Internal Revenue Service. Charitable organizations must:

- Be non-discriminatory
- Have documented services and/or annual report available
- Have an active governing body that meets regularly
- Align with our company's (Port Blakely's) values
- Serve communities in which we operate
- Meet needs in human services, health, youth development, education, general community, conservation, first responder services, or forest products industry

How to Request Employee Matching Funds

Charitable organizations requesting matching funds should send an invoice by mail or email to Port Blakely. Matching funds will be mailed by Port Blakely within 30 days of receipt of invoice. Invoices from charitable organizations must be received by December 13, 2019 and include:

- Name of Port Blakely employee who made donation,
- Amount of employee donation
- Date of employee donation (must be in 2019)
- Statement of 501(c)(3) status and tax ID number

Invoices should be on letterhead and sent to:

Port Blakely Charitable Matching Program
8133 River Drive SE
Tumwater, WA 98501

Or

tloo@portblakely.com