

## Rack Room Grants

# INFORMATION

Through the Rack Room Shoes Associate Gift Matching Program, Rack Room Shoes recognizes, encourages and amplifies the generosity of its associates by empowering them to better the communities in which we all live and work. Through an effective system of charitable matching, Rack Room Shoes commits to doubling the impact of associate charitable donations to support causes that are meaningful to the people who represent the company.

Rack Room Shoes has provided employee grants in the form of footwear donations, sponsorships, gift cards and silent auction items to support charitable causes our employees care about.

### HOW TO APPLY

We're proud of Rack Room Shoes associates who volunteer their time, talents and energy to give back to their local communities. To further honor our associates' efforts, Rack Room Shoes offers 100% matching on donations up to \$500 to qualifying 501(c)3 organizations and accredited educational institutions (including K-12). Please read the enrollment process and complete an application to take advantage of this employee benefit.

### ENROLLMENT PROCESS

In order to be eligible, you must be a full-time associate and have completed one full year of employment with Rack Room Shoes. Eligible associates may apply on two occasions within a calendar year for a maximum amount of \$500 per year, to be matched by Rack Room Shoes. A Rack Room Shoes Associate Gift Matching Committee will review the applications to determine donations that the company will match, considering organizations that:

- Provide support to women, children and families in need
- Enhance schools, school programs and student opportunities within the community
- Offer community support, including school scholarships, military efforts and disaster relief

Store associates should contact their Regional Manager for enrollment information. Grants are awarded based on information provided and the applicant's ability to explain how supporting the organization will create positive change in the community.

### APPLICATION

Complete by providing as much information about the event or project as possible and return to Rack Room Shoes Corporate, Attention: Community Support, or email [Community@rackroom.com](mailto:Community@rackroom.com).

- The organization must have a valid 501(c)3 federally tax-exempt status with the U.S. Government.
- The request can be up to \$500. Eligible associates may apply on two occasions within a calendar year for a maximum amount of \$500 per year.
- Associates can make requests for a gift card, a shoe donation or monetary donation.
- When sponsoring an event or sports team, Rack Room Shoes must receive ad space or a logo placed on promotional materials.

### MAIL COMPLETED FORM TO:

Community Support - Rack Room Shoes  
8310 Technology Drive, Charlotte, NC 28262

### FAX or EMAIL COMPLETED FORM TO:

(704) 547-8153  
[community@rackroom.com](mailto:community@rackroom.com)

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gives



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# APPLICATION

1. Fill out this form and attach detailed information regarding the event or charity you would like to support. This will assist the committee in finalizing their decision.
2. Send the completed application, support information and proof of your donation to **Rack Room Shoes Corporate, Attn: Community Support**. Proof of donation can be a receipt, copy of a check, or letter of confirmation.

Associate Name \_\_\_\_\_

Rack Room Shoes Location \_\_\_\_\_

Store # (if applicable) \_\_\_\_\_ Length of Employment \_\_\_\_\_

The non-profit organization for which you are seeking a donation:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

501(c)3 Tax I.D. Number \_\_\_\_\_

Please briefly describe your donation, supply support materials from the organization and feel free to use additional sheets of paper:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What amount up to \$500 would you like to donate?

\_\_\_\_\_

The non-profit organization and the donation or event meet all the eligibility requirements

Associate Name (please print) \_\_\_\_\_

Associate Signature \_\_\_\_\_ Date \_\_\_\_\_

For Corporate Use Only

Approved

Signature \_\_\_\_\_

Date \_\_\_\_\_

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