

# GIVING WITH PURPOSE

## Corporate Responsibility:

From the jobsite to community events, we at Robins & Morton work hard to put more into everything we do. At Robins & Morton, our motto is "Building with Purpose". This is more than a tag line, it is who we are and what we do both inside and outside of the office. Robins & Morton is fortunate to have incredible employees that find great value in giving both their time and dollars to a bigger purpose. It is from this passion that "Giving with Purpose" was created.

Our intent is to instill purpose not only in the hearts of our employees but in the lives of those we touch. Over the years our organization has grown and through donations of time, money and experience, the people of Robins & Morton are improving the lives of the less fortunate and are building better communities. Every day, our employees reach out to those in need through charitable initiatives, volunteer organizations and community outreach programs.

Giving with Purpose supports:

- o Youth Programs
- o Food & Shelter
- o Health & Human Services
- o Arts & Education
- o Military
- o Environment

## Mission Statement:

To help children thrive and strengthen communities in which we live and work.

## Corporate Giving:

Over the years, Robins & Morton along with its employees and vendors donated millions of dollars and immeasurable amounts of their time to charities, volunteer organizations and community outreach programs in the communities in which we work. With the inception of "Giving with Purpose" we look forward to streamlining and better serving our employees in processing their charitable giving requests.

It is important to note that Robins & Morton coordinates a majority of its upcoming fiscal year by developing a "giving plan" based on applications received throughout the current year. Requests may be submitted throughout the calendar year, but must be submitted at least 90 days prior to an event. Please know that the earlier in the calendar year you can submit your request, the better. The following pages will further explain Robins & Morton's charitable giving submission guidelines and requirements.

# GIVING WITH PURPOSE

## charitable contribution guidelines

### General Criteria:

Please note that all guidelines must be met. Furthermore, a cover letter on company letterhead containing all pertinent information must accompany your completed Charitable Contribution Request Form. Requests must be received at least 90 days in advance of the event. While all requests will be considered, unfortunately completion of this form does not guarantee that Robins & Morton will be able to fulfill your request.

### Guidelines:

Requests we consider -

- Robins & Morton will give special attention to charities that promote the well-being of children.
- Your organization benefits the communities in the areas we work or serve.
- Your organization targets economic development in our area, brings business or jobs to our communities, or any organization that helps low income or "under-served" individuals.

Requests we will not consider -

- Assist individuals raising money to go on a trip where the benefit is not to a team, school or the community, but to the individual (example: student ambassador programs, student leadership conferences, cheerleader competitions, etc.).
- Assist individuals seeking pledges for charity walks.
- Schools that are not state approved or organizations that are outside of our business area.
- Contributions for events/activities that have already occurred.
- Political organizations or candidates for public office.
- Requests that are sensitive, controversial/harmful, or pose a potential conflict of interest to Robins & Morton.
- Organizations that discriminate on the basis of race, religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation or veteran status.

Please email your requests to:

**[givingwithpurpose@robinsmorton.com](mailto:givingwithpurpose@robinsmorton.com)**

Or you can mail your request to:

**Robins & Morton  
Giving with Purpose  
400 Shades Creek Parkway  
Birmingham, Alabama 35209**

Please make sure to include all pertinent data. Please note that we are unable to accept requests over the telephone.

# GIVING WITH PURPOSE

## charitable contribution request form

Prior to completing this form, please refer to our guidelines to determine if this organization qualifies for consideration.

### Group/Organization Information

Date of Request: \_\_\_\_\_ Date Response Needed: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Organization's Primary Purpose/Mission: \_\_\_\_\_

Is this group/organization a 501 (c) (3) agency?  Yes  No

Tax ID # \_\_\_\_\_

Are there any Robins & Morton employees involved?  Yes  No

Please list: \_\_\_\_\_

### Details of Request

Purpose of your request / Name of event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Type of Request: Cash Donation \$ \_\_\_\_\_

Sponsorship \$ \_\_\_\_\_

If there are different levels, please list and describe separately.

Giveaway item(s) – number of items requesting: \_\_\_\_\_

### Advertising Information

Will there be any advertisement/promotions featuring Robins & Morton?  Yes  No

If yes, please describe: \_\_\_\_\_

What format do you need to receive our logo?  pdf  jpg  Other \_\_\_\_\_

Email address to send logo: \_\_\_\_\_