

ALASKA

RAILROAD

Contribution Guidelines & Procedures Civic and Charitable Donation Requests

revised May 1, 2012; updated January 2016

The Alaska Railroad Corporation (ARRC) has a long history of supporting the communities it serves and in which its employees work and live. In keeping with this history, ARRC will adhere to the following principles and guidelines when providing corporate cash and in-kind donations to charitable and civic organizations. The principles and guidelines contained in this policy may be changed from time to time when ARRC determines a change is appropriate.

1. Where We Fund / Support

ARRC donations are awarded to nonprofit groups throughout Alaska with an emphasis placed on organizations in communities located along the railbelt.

2. What We Fund / Support

ARRC donations focus on organizations that enhance educational opportunities, community quality of life and economic health. ARRC has a special interest in increasing learning, civic participation and professional growth opportunities for Alaska youth.

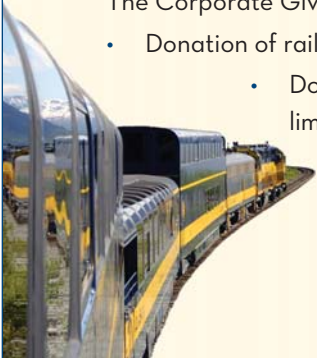
3. What We Do Not Fund / Support

- Political or religious organizations, activities, or causes
- Endowments
- Operating budgets (i.e., salaries, daily expenses)
- Annual or automatic renewal grants
- Beauty pageants or participants
- Sports teams, programs and sporting events.
Exception: An ARRC employee or employee team may be supported upon approval of the ARRC VP of Business Management & Corporate Affairs.
- Gifts to individuals or organizations for the benefit of a single individual or family
- Travel expenses of groups or individuals
- Requests from organizations that discriminate or restrict participation based on race, creed, color, culture, religion, gender, national origin
- School requests outside of our school business partnerships with the exception of certain in-kind donations (i.e., in-kind donations to Parent Teacher Associations/Volunteer Organizations for capital improvements and/or programs outside regular school curricula)
- Programs that unnecessarily duplicate services already provided in the community or for purposes that could be addressed through existing agencies
- Organizations based outside of Alaska

4. Procedures

The Corporate Giving Program consists of separate policy/procedures developed for the following categories:

- Donation of rail tickets, posters, prints and pins to 501(c) non-profits, primarily for use in fund-raising.
 - Donation to charitable organizations of cash and other in-kind contributions including, but not limited to used ties, used rail cars and transportation services.
 - Participation in civic organizations including but not limited to membership or sponsorships.
 - Donated and discounted use of the *Denali Car* for charitable and civic organizations. See separate policy and procedures, and use separate forms to request donation or discounted rental of the *Denali Business Railcar*.



4.01 Donation of Rail Tickets, Posters, Prints and Pins:

Requests for Alaska Railroad rail travel tickets and promotional items – posters, prints and pins – are considered throughout the year.

4.01.a How to Apply: Community organizations should complete a *Rail Ticket Donation Request Form* or a *Print / Poster / Pin Donation Request Form* to include the following information:

- Nature of request
- How the donated item will be used to benefit the organization
- The requesting organization's 501(c) federal tax employer identification number
- Contact person's name, title, phone number and email address
- Organization's address, where the donated item should be mailed

Donation request forms are available online at <https://www.AlaskaRailroad.com> > ABOUT US > In the Community > Charitable Giving or by contacting the Alaska Railroad Corporate Affairs office at (907) 265-2414 or 265-2671. Correspondence and forms should be submitted to:

- Alaska Railroad Corporation • Corporate Affairs Department
P.O. Box 107500 • Anchorage, AK 99510-7500
- Fax: (907) 265-2443
- Email: HallL@akrr.com

4.01.b Stipulations:

- One rail ticket donation (typically valid for two (2) adults traveling together) request will be considered per qualifying organization each year.
- One print/poster/pin donation request is considered per qualifying organization each year.
- Higher priority is given to donations used for organization fund-raising (i.e., auction or raffle of donated rail tickets).
- Donation request forms must be submitted at least three (3) weeks prior to the date needed.

4.01.c Response / Status of Request:

- When feasible, ARRC will email an organization to notify if and why a request is denied.
- If a request is approved, the organization will receive donated items by mail.
- Organizations may check request status by phone (907) 265-2414 or email HallL@akrr.com.

4.02 Donation of Cash and Other In-Kind to Charitable Organizations:

The Alaska Railroad may grant cash and in-kind donations to charitable organizations throughout the year. Cash donations are dictated by funding availability. The emphasis will be on in-kind donations of used materials (i.e., surplus ties), used equipment (i.e., railcars) and of services (i.e., freight transportation and special charters). Donations valued at more than \$10,000 require the approval of the ARRC Board of Directors. Donations of special passenger charters require the approval of the ARRC President & CEO.

4.02.a How to Apply:

Charitable organizations must submit a written request that includes:

- Organization name and non-profit status (include federal tax identification number)
- Organization's mission and purpose (include a website address, if applicable)
- Contact information (authorized representative name and title, mailing address, phone, email)
- Specific materials, equipment, service or cash requested.
- Date when the donation is needed (event date, project/program initiation date, etc.)

- Donation benefits: What the donated item(s) will accomplish or facilitate (i.e., fund-raising, program or project facilitation, membership-building, infrastructure improvement, etc.)
- Volunteer involvement or partnerships with other organization.
- How the railroad's donation will be acknowledged or recognized.

4.02.b Where to Submit 501(c)(3) Donation Requests:

Donation correspondence must be submitted to:

- Alaska Railroad Corporation • Corporate Affairs Department
P.O. Box 107500 • Anchorage, AK 99510-7500
- Email: LindskoogW@akrr.com

4.02.c Response / Status of Request:

- Generally, ARRC will notify requestors if and why a request is denied.
- If a request is granted, ARRC will notify the requestor by email or phone.
- Organizations may check the status of a request by calling (907) 265-2498.

4.03 Participation in Civic Organizations

The Alaska Railroad participates in a number of civic organizations that work to strengthen Alaska's economy and quality-of-life.

4.03.a How to Request Participation: Organizations interested in Alaska Railroad participation should submit information by September 1. ARRC participation depends on financial resources; civic participation is considered in ARRC's budget planning process each fall. Correspondence should include details about participation levels, costs, activities and benefits associated with:

- Membership dues
- Sponsorship of events, programs and projects
- Advertising opportunities in organizational publications, materials, web site, etc.
- Other sponsorship, partnership and promotional opportunities

4.03.b Where to Submit Participation Information:

Letters and supporting materials should be mailed or emailed to:

- Alaska Railroad Corporation • Corporate Affairs Department
P.O. Box 107500 • Anchorage, AK 99510-7500
- Email: LindskoogW@akrr.com

4.03.c Response / Status of Request:

If participation is budgeted, ARRC will respond by completing the organization's appropriate forms and mailing paperwork with payment. Organizations may check status by calling (907) 265-2498.

4.04 Denali Car Donations and Discounted Use

The Alaska Railroad donates use of the *Denali Business Railcar* to 501(c)(3) charitable organizations. ARRC also offers a 30% charter rate discount to 501(c)(6) civic organizations and to 501(c)(3) organizations that do not receive donated use. Refer to the separate *Denali Car* policy/procedure document and separate associated application and report forms.