



Project HOPE  
255 Carter Hall Lane  
Millwood, VA 22646  
USA

+1 (540)-837-2100  
info@projecthope.org  
projecthope.org

Dear Partner,

Thank you supporting Project HOPE, Business Roundtable, and Healthcare Ready on our response to the COVID-19 Pandemic with an employee donation and matching gift campaign. Please carefully review the following document, complete, and sign to indicate your agreement and return to me via email at [cbaldi@projecthope.org](mailto:cbaldi@projecthope.org) to initiate our work together.

- Employee Giving Campaign: COMPANY will launch an internal employee giving campaign highlighting Project HOPE as a not-for-profit organization and the Business Roundtable PPE initiative in response to the COVID-19 Pandemic. COMPANY will match all employee donations to Project HOPE, up to \$\_\_\_\_\_.
- Donation Page: For employees interested in supporting Project HOPE's efforts, the fastest way to deliver funding for this effort is by giving through a Project HOPE donation page. If COMPANY chooses that option, Project HOPE will provide COMPANY with a link to a customized donation form on Project HOPE's website. Project HOPE will be responsible for maintaining the donation page, including processing and receipting all donations. Project HOPE maintains all donor information in accordance with our privacy policy which is available on our website: <https://www.projecthope.org/privacy-policy/>
- Payroll Deductions and Giving Through Third-party Workplace Giving Platforms: Payroll deductions should be sent to Project HOPE via wire transfer (information below). Third-party giving platforms generally pay out monthly and retain up to 6% in fees. Employees will be acknowledged for the full amount of their donation if their information is included with the funds transfer.
- Communications: Project HOPE and COMPANY will jointly agree upon all language used in association with the donation campaign. Project HOPE will be responsible for ensuring that any language used on the donation page or throughout its website or social media channels is accurate and approved by COMPANY in advance. COMPANY will be responsible for ensuring that any language used to communicate to employees about the campaign internally or throughout its website or social media channels is accurate and approved by Project HOPE in advance.
- Reporting: Project HOPE will provide weekly reports to COMPANY on the number of donors, total donations received, locations of donors, and donation amount range.
- Funding: Once the campaign has closed, COMPANY will send the donation to Project HOPE via wire transfer as follows:



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Account Name: Project HOPE - The People-to-People Health Foundation, Inc.  
Account Number: 0000253278390  
Bank Name: BB&T Bank  
Bank Address: 115 N Cameron Street, Winchester, VA 22601 USA  
Bank ABA Code: 051404260  
Bank Swift Code: BRBTUS33  
Tax ID Number: 53-0242962

Bank Contact: David Chandler  
Telephone: 540-665-4223  
Fax: 540-665-4227

COMPANY agrees all donations will go exclusively towards procurement, shipping and handling of materials for distribution of critically needed supplies to the frontline in the fight against COVID-19. Project HOPE will retain a 10 percent fee to cover costs related to fund management, compliance, reporting and accountability, logistical and supply chain support, and coordination with partners.

We're grateful to you and your employees for your partnership in this lifesaving work.

Sincerely,

A handwritten signature in cursive script that reads "Cinira Baldi".

Cinira Baldi  
Vice President, Chief Development and Communications Officer

Agreed:

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Name

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Title

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Company Name

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Signature

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Date