



# ALASKA RAILROAD CORPORATION

## CONTRIBUTION GUIDELINES AND PROCEDURES

### Civic and Charitable Donation Requests

*Updated 10/5/2009*

The Alaska Railroad Corporation has been an active partner with railbelt communities since 1915. We are proud of our reputation as a socially responsible corporation. We believe in helping to foster strong, independent and forward-looking communities through our community investments and the volunteer involvement of our employees.

#### 1. WHERE WE SUPPORT

Alaska Railroad contributions are awarded to civic and charitable nonprofit organizations in Alaska with an emphasis on communities located along the railbelt.

#### 2. WHAT WE SUPPORT

Contributions by the Alaska Railroad are focused on organizations that enhance educational opportunities and community quality of life and economic health. We have a special interest in increasing the opportunities for Alaska youth to become productive citizens.

#### 3. WHAT WE DO NOT SUPPORT

- Political organizations or activities
- Endowments
- Operating budgets (*i.e. salaries, day to day expenses*)
- Annual or automatic renewal grants
- Beauty pageants or beauty pageant participants
- Sports teams and sporting events. Exception: An Alaska Railroad employee or employee team may be supported upon approval.
- Gifts to individuals or to organizations for the benefit of a single individual
- Travel expenses of groups or individuals
- Faith based giving initiatives (*programs where benefactors must participate in religious services in order to receive program services*)
- Requests from organizations that discriminate based on race, creed, color, sex or national origin
- School requests outside of our school business partnerships with the exception of certain in-kind donations. Please refer to that section of our policy for more information.
- Unnecessary duplication

## 4. PROCEDURES

The Alaska Railroad's Corporate Giving Program consists of three separate procedures developed for the following organization and donation categories:

- Charitable organizations (*cash and some in-kind donations including but not limited to ties, rail cars, transportation services*)
- Rail ticket, poster and pin donations for 501(c) organizations
- Civic organizations (*membership dues and sponsorships*)

NOTE: The Denali Business Car is donated and provided at a discount for charitable and civic organizations. See separate guidelines and use separate forms to request donation or discounted rental of the Denali Business Car.

### 4.01 CHARITABLE ORGANIZATIONS

Requests for cash and some in-kind contributions are determined by a Citizens Advisory Board (CAB), composed of members from communities throughout the railbelt. Members are familiar with community needs and have the experience to recognize those who will benefit most from Alaska Railroad contributions. The Alaska Railroad contribution requests for cash and some in-kind donations are reviewed two times per year at CAB meetings in May and November. Applicants must apply by March 31 for May consideration and September 30 for November consideration.

#### HOW TO APPLY

Charitable organizations interested in requesting a donation from the Alaska Railroad through the CAB should complete a contributions application, which includes the following information:

- The amount requested from the Alaska Railroad and how these funds will be used;
- Why the organization or this program for which the organization seeks assistance deserves funding;
- How the organization or its program relate to similar services provided by other organizations in the community;
- The names of others to whom applications are being made and the amounts being requested or amounts that have been received from each source;
- Plans for supporting the program in the future (if appropriate);
- The names of Alaska Railroad employees involved with the applicant;
- A program budget
- The applicant's nine (9) digit federal tax employer identification number
- Value to the Alaska Railroad -- how the Railroad will be acknowledged.

Attachments should include the names and affiliations of the organization's board of directors and a copy of the organization's 501(c) letter (if relevant). Please mention the name, title and phone number of the person to be contacted for any additional information, if needed.

Contribution forms are available online at [www.AlaskasRailroad.com](http://www.AlaskasRailroad.com) (select Charitable Giving) or by contacting the Corporate Affairs Office at 265-2671.

CAB inquiries and correspondence concerning charitable support from the Alaska Railroad should be addressed to:

Corporate Affairs Department  
Alaska Railroad Corporation  
P.O. Box 107500  
Anchorage, Alaska 99510-7500

#### **4.02 TRIP PASS, POSTER AND PIN DONATIONS**

Requests for Alaska Railroad trip pass and promotional item donations (i.e. posters and pins) are considered throughout the year.

##### **HOW TO APPLY**

Community organizations interested in a trip pass, poster or pin should complete a "Trip Pass, Poster and Pin" contribution application, which includes the following information:

- Nature of Request
- How the donated item will be used to benefit the organization
- Organization's 501(c) federal tax employer identification number
- Name, title, phone number, mailing address and e-mail address of the person to be contacted for any additional information

Stipulations:

- One trip pass request, good for two rail tickets, will be considered per organization each year
- One poster and pin request will be considered per organization each year
- Donations used to generate funds for the organization will be given higher priority (*i.e. auctioning the ticket raises money*)

The Rail Ticket Request Form and Print / Poster / Pin Request Form are available online at [www.AlaskasRailroad.com](http://www.AlaskasRailroad.com) (select Charitable Giving) or by contacting the Corporate Affairs Office at 265-2671.

Correspondence should be addressed to:

Corporate Affairs Department  
Alaska Railroad Corporation  
P.O. Box 107500  
Anchorage, Alaska 99510-7500

### **4.03 CIVIC ORGANIZATIONS**

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

#### **HOW TO APPLY**

Organizations interested in the Alaska Railroad's participation should submit a letter no later than September 1 each year detailing the following costs and activities:

- Membership dues
- Sponsorships/advertising opportunities the Railroad traditionally supports
- New sponsorship opportunities to be considered

The Alaska Railroad will determine which requests it will budget and contact the organization with that information. *Additional requests from civic organizations throughout the year will be directed to the Railroad's Citizens Advisory Board to be reviewed in May and November. Please refer to the Charitable organization section 4.01 for more information.*

Address the letter to:

Corporate Affairs Department  
Alaska Railroad Corporation  
P.O. Box 107500  
Anchorage, Alaska 99510-7500

## **5. CONTRIBUTION FORMS**

Contribution request forms can be found at the following website links and must be submitted to the Alaska Railroad Corporate Affairs Department:

- Charitable Cash Requests through the Citizens Advisory Board (CAB):
- Rail Ticket Request Form
- Print / Poster / Pins Request Form
- All other donation requests must be provided in writing to the Vice President of Corporate Affairs