



Potlatch Charitable Giving Guide

Help Us Help Your Group or Organization

Since the very early days, Potlatch Corporation has been committed to being a responsible and involved member of the communities in which we operate. These small towns and cities are not only where we work, but also where we all live. That is why we take our role as a corporate citizen very seriously, including our ability to make our communities better and stronger through charitable contributions. Potlatch donates hundreds of thousands of dollars to various charities each year. We make it a priority to contribute to organizations and causes that we feel will positively affect the largest number of fellow community members. We contribute because we are grateful to be part of the wonderful communities that we live and work in and because we know these contributions make our cities and towns better places for all of us.

This “Criteria for Giving” is a useful tool designed to help in preparing a request for donation. Following the guidelines will ensure that all necessary information for review of your request is submitted and will likely result in a timely response. Thank you.

All requests for contributions must be in writing and addressed to the Potlatch facility in your region.

Have you included the following information in your written request for contribution?

- Your name and contact information.
- The name of your group or organization.
- A good description of the activity, event, foundation, etc. the contributed money will be used to support.
- The community or communities that will benefit from this donation.
- If a logo, banner or other Potlatch information is needed along with the contribution.
- The amount of money you are requesting be donated.
- The date you wish to receive the donation.
- If Potlatch Corporation has contributed to your group or organization in the past and if so, when and how much.
- Your IRS tax ID number and classification



Criteria for Giving

Potlatch Corporation's criteria for contributing are as follows:

- Potlatch targets contributions to organizations that positively affect many people in our community. For example – Potlatch will donate to the Babe Ruth organization, but will not sponsor an individual Babe Ruth baseball team.
- Potlatch prefers to make contributions to groups and organizations and does not contribute to individuals.
- Potlatch typically does not fund trips for groups or individuals.
- The vast majority of giving is to organizations that have 501C3 or other tax status that allows deductible donations. In some situations Potlatch will donate to organizations without a special non-profit tax classification.
- We recognize the involvement of our employees and where their interests match our objectives we give additional consideration to donation requests.
- With very few exceptions, Potlatch does not give product donations. When we receive a request for products and we determine the request as meeting our contribution criteria, we prefer to donate equivalent funds and have the solicitor purchase products from one of our local retailers.
- Each year, Potlatch Corporation contributes thousands of dollars to scholarships through its foundation and has done so for generations. Because we already have such significant commitments through these scholarships, we are not currently entertaining requests to fund any new scholarships.
- This "Criteria for Giving" is our guideline for awarding donations, but we may make special arrangements in rare circumstances.