

Sample Charitable Match MEMO

Memo

To: Employees

From: CEO [BANK]

Date: September 14, 2018

RE: Charitable Match Program

Our bank is a member of the Kentucky Bankers Association. The Kentucky Bankers Association has represented the interests of our industry for more than 100 years. Among the many ways that the KBA advocates for each of us is through their political action committee—KBPAC**.

In accordance with FEC and KREF guidelines, we would like to offer you the opportunity to participate in our charitable match program, which allows you to make your money go twice as far by allowing you to invest in the interests of your industry by contributing to the KBPAC and also cause an equal amount to be donated by the bank to a charitable organization. During these difficult economic and political times, both goals are important.

The charitable match program works like this—you determine how much you would like to contribute to the KBPAC and complete the form attached. The bank will make a contribution, in the same amount to the charity indicated on the form attached. Neither the bank nor you can take a tax deduction for the charitable match.

Join us on [date] in the [specify location] to discuss the importance of the KBPAC and the charitable match program! [add details such as lunch provided, snacks etc].

**Kentucky Banker's PAC is a voluntary non-profit, non-partisan, unincorporated committee, established to receive contributions from individual bankers to assist candidates for state and federal legislative offices, who are in general agreement with the objectives of the Kentucky Bankers Association.

Contributions to Kentucky Bankers PAC and Kentucky Bankers Committee for State Government (each referred to as KBPAC in this disclosure) will be used in connection with state and federal elections, respectively. Contributions to KBPAC are voluntary and may not be deducted as charitable contributions. KBPAC may not accept corporate contributions. Contributions will be reported to the Kentucky Registry of Election Finance and the Federal Election Commission, as required. You may decline to contribute without fear of reprisal. You may contribute more or less than the amounts suggested and you will not benefit or be disadvantaged because of the amount contributed or the decision to not participate at all.