Enrollment Form Instructions

Participant Information

- **Company Name:** List the company as you wish it to appear on official communications or publicity.
- **CEO/Primary Contact:** Please provide the name of the CEO or the person who should be contacted for information about Keystone participation and the company's giving practices (if different from the chief executive).
- **Communication Contact:** Please provide the name of the staff member who oversees the company's external and internal communication efforts.

Recognition Qualifications

Based on your calculations, select either 2% or 5% giving. A giving percentage greater than 2% but less than 5% should be listed as 2%; a giving percent over 5% should be listed as 5%.

Contributions can be made to charities, projects and organizations generally listed under the IRS Code Section 501(c)3 or equivalent charitable purposes.

The percentage target for corporations is based on domestic, pre-tax net earnings from the company's income statement. If the company calculates earnings by location, you may use local pre-tax earnings for this purpose.

A rolling three-year average may be used for firms with wide swings in their business cycle as long as this method is consistently applied. Companies in certain industries, such as banks, insurance companies, utilities and branches of divisions of national companies doing business in Minnesota, may use customary business accounting methods to achieve the two percent or five percent target.

Contributions by affiliated foundations, whose major asset is the company's stock, are eligible.

For closely held businesses, service corporations and partnerships, a combination of personal and business contributions is allowed.

As a general rule, combined giving should be the equivalent of two percent or more of pre-tax earnings before deducting the principal owner's salary or partnership salaries and distributions.

Companies wishing to include employee volunteerism as in-kind contribution may do so to the degree that the company is giving away something of value. Employee volunteerism hours that qualify must:

- be calculated based on volunteer work that is conducted on the company's time
- be calculated using actual cost or using the national average hourly rate of $20.90. (source: Independent Sector.)
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**Organization Profile**

Select only one box in each section that best describes your organization.

**Voluntary Contribution**

Participation in the Minnesota Keystone Program is free of charge. The program is operated by the Minneapolis Regional Chamber of Commerce with the support of other chambers of commerce and business organizations from throughout the state. If you would like to make a voluntary contribution to the Minnesota Keystone Program to help offset the program and operating costs, you may do so by indicating your contribution on the form. Your contribution is tax-deductible and counts toward Keystone qualification.