

From your BP computer, click on this link:

<https://www.easymatch.com/BPFabric>

## Program Guidelines

### Information Needed

To submit a contribution request, you will need the following:

- Organization name **RAVENWOOD PTA**
- Organization address **9500 WREN AVE., EAGLE RIVER, AK 99577**
- Organization EIN (Employer Identification Number) **920116298**
- Contact name **GAR HENNING**
- Contact phone number **907-622-3471**
- Contact email address **info@ravenwoodpta.org**

### Program Details

In response to incredible employee support for the program, we are very pleased to announce the continuation of the Fabric of America Fund program in 2010. We will accept grant requests beginning Feb.15 and running through Dec. 15. However, like everywhere in BP, every dollar counts, and we are making some changes for 2010.

The Fabric of America program will continue in 2010 at \$300 per employee. We encourage everyone to take advantage of the program. Your company-funded grant will benefit the charitable organization or school of your choice in the United States. As in the past, the total contribution may go to one organization or be equally divided between two organizations.

There are many ways to support local organizations, and the Fabric of America fund makes it possible for you to choose the ones that matter most to you. Requesting funds for your favorite charities takes only a few minutes of your time through the [Fabric of America Fund website](#), starting February 15. Funds will be available throughout the year, and you are encouraged to apply early.

If more employees participate this year, we'll match last year's performance and have an even greater impact in the community through your direct contact.

### .Eligible Employees

All regular US employees except Retail "on site" employees of BP and any of its affiliates or wholly owned subsidiaries are eligible to participate. Joint venture (JV) and

contract employees and retirees are not eligible. All decisions regarding the eligibility of participants lie within the sole discretion of BP.

#### Employee Tax Considerations

To avoid contributions that give rise to taxable income to employees making requests, Fabric of America Fund contributions cannot be used to purchase dinner or event tickets, raffle tickets or auction items, to pay membership dues, or to provide any other personal benefit to the employee making the request or to the family of such employee. Employees wishing to attend a fundraising event or to purchase raffle tickets or auctions items will need to purchase such tickets or items on their own.

BP America's contribution is to be applied to a school or non-profit organization's fundraising goal, and employees must attest that neither they nor their family members will benefit (e.g. receive event tickets or other goods or services of value) in any way from the contribution.

Employees must attest that they will not claim any tax deduction or other tax benefit as a result of BP America's contribution.

#### Considerations under the BP Code of Conduct

Compliance with anti-bribery and anti-corruption laws is a key component of the BP Code of Conduct. Even the appearance of a violation of these laws could be harmful. BP employees must avoid contributing Fabric of America Funds to organizations under circumstances in which it could reasonably be inferred that the contribution is intended to influence a public official's performance of official duties. In particular, contributions should not be made to a school or non-profit organization in response to a financial solicitation by a public official (at the federal, state, or local level) or to an organization affiliated with a public official or a relative of a public official without the prior approval of BP. Employees will be asked about solicitation by a public official as part of the contribution request process.

#### Eligible Organizations

Organizations must have a charitable purpose, an EIN (Employer Identification Number) and operate on a not-for-profit basis. Organizations recognized as tax-exempt by the Internal Revenue Service (IRS) are eligible, but an IRS determination letter of tax-exempt status is not required.

Nominated organization names will be compared to US Government lists of prohibited and restricted parties and checked for compliance with the USA PATRIOT Act.

The following list is not exhaustive, but provides examples of eligible organizations:  
Education – Public or non-profit schools, universities, pre-schools and other non-profit educational establishments.

Community – Community improvement or service organizations such as housing, job training, urban redevelopment, youth and community organizations.

Enterprise Development – Economic development and other organizations promoting and supporting the development of small and medium sized businesses and economic diversification.

Health & Human Service -- Social welfare organizations dealing with health and medical issues, eradication of disease, drug rehabilitation, hunger, HIV/AIDS, as well as adult and youth programs dealing with unemployment, homelessness and social welfare.

Environment -- Organizations concerned with environment, nature and wildlife preservation including animal welfare, water usage, pollution prevention, recycling and energy conservation.

Culture & Arts -- Museums, theatres, orchestras, historical societies, performing arts companies, libraries, public television and public radio stations.

Contributions will not be made to the following organizations or for the following purposes:

- Political or fraternal organizations.
- Religious organizations and programs, except to the extent that contributions will be used exclusively for a program that is wholly for the benefit of the general public (food pantry/soup kitchen, homeless shelter, etc.) and is non-denominational and non-sectarian in nature.
- Organizations that discriminate or limit membership based on race, gender, beliefs, class or cultural considerations.
- Payments in lieu of tuition or payments of class fees, alumni association fees, membership payments or fees for any service or similar payments.

BP America reserves the right to refuse requests for contributions to organizations whose objectives are deemed to be detrimental to the interests of BP.

#### Program oversight

Fabric of America Fund requests will be reviewed by BP staff and will be audited for compliance. BP regards inappropriate use of the program as serious misconduct. Anyone making inappropriate use of the program will be disciplined, up to and including dismissal.

#### Administration

We will begin issuing BP America checks two times a week and, in most cases, a check should be issued within 10 days of the request being submitted. Checks will be mailed to the home address of the employee who requested the contribution.

Questions for BP staff regarding eligibility and guidelines can be sent via email to:

[EmployeeDonations@bp.com](mailto:EmployeeDonations@bp.com).

Questions for JK Group staff regarding use of the website can be sent via email to:  
[bp@easymatch.com](mailto:bp@easymatch.com).