



ORLANDO

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COMMERCIAL

CORPORATE

EDUCATION

ENTERTAINMENT

HEALTHCARE

HOSPITALITY

INDUSTRIAL

MIXED-USE

RESIDENTIAL

RETAIL

SPORTS & RECREATION

CHARITABLE REQUEST ELIGIBILITY GUIDELINES

Baker Barrios develops an annual giving and volunteer support plan for each calendar year. Funding decisions are based on available resources, the request and the organization's eligibility.

Organizations that wish to be considered for financial support should submit requests no later than October 1 of the previous year. Requests submitted outside of the annual giving plan process will only be considered for volunteer support for events occurring 90-days after the request.

While Baker Barrios would like to be able to fulfill every request that is submitted, we must operate within guidelines that support our current initiatives, maintaining a sense of accountability to our associates, shareholders and business partners while also fulfilling our duty as a responsible corporate citizen.

Requests are fulfilled to organizations that fall within pre-determined, companywide outreach parameters and that reside in areas where the company maintains a significant business presence.

In determining eligibility for making a charitable contribution or volunteer request, Baker Barrios will only consider an organization, a program or an activity that meets the following criteria:

- We only make donations directly to federally licensed, 501(c)3 non-profit, charitable organizations
- We support charitable non-profit organizations that share our compassion for families in immediate need, causes related to the treatment of life-threatening illness, and the arts
- One request per non-profit charitable organization will be accepted within a 12-month period

Baker Barrios does not consider support to organizations that are not federally licensed, 501(c)3 and organizations that limit membership and services based on race, religion, color, creed, gender, sexual orientation, age or national origin. Additionally, donations for families or individuals, labor or political organizations, fraternal, athletic and social clubs will not be considered.



CHARITABLE CONTRIBUTION AND/OR VOLUNTEER REQUEST APPLICATION FORM

All proposals for monetary, in-kind, or volunteer support must be submitted via email to Shanon Larimer, Principal in charge of Corporate Philanthropy and Community Relations at slarimer@bakerbarrios.com.

The following form must be completed in exact order and in its entirety for us to consider making a donation to your charity. All electronic requests will receive a response within two-weeks.

If the question is not applicable, please enter N/A in the field to continue with your request.

What assistance are you requesting?

_____ Financial Support (Please include specific amount)

_____ Volunteer Assistance

_____ Pro-Bono Services

Organization information:

- Full, legal name of organization (no abbreviations)
- Physical address (Please include city, state and zip code)
- Phone number
- Website of organization
- Tax identification number
- Mission statement of organization
- Board of Directors listing, noting their business and/or affiliations



Event information:

- Name of event and/or cause
- Date of event

Requestor's Information:

- Name and title of contact person
- Phone number
- E-mail address

Required Attachments: (please copy to email separately)

- _____ Tax Exemption Certificate
- _____ W-9 Form
- _____ Official Request Letter on Company Letterhead

Referral:

Are you an existing client? If so, please list your company name and the name of your primary contact.

Are you a family member of an employee? If so, please list the full name of the employee.

Are you a friend of the firm? If so, please list your company name and the name of your primary contact.

Revised: January 1, 2016

ARCHITECTURE + INTERIOR DESIGN + PLANNING + LANDSCAPE ARCHITECTURE
STRUCTURAL ENGINEERING + BRAND STRATEGY + COMMUNICATIONS

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