

## OLGOONIK COMMUNITY CONTRIBUTIONS AND DONATION REQUESTS

### OVERVIEW

Olgoonik Corporation (OC) provides financial and other in-kind support to projects, initiatives, and sponsorships that benefit our shareholders and communities. Approval for any donation or community contribution is at the sole discretion of OC and is dependent on budget availability.

### FUNDING CONSIDERATION

To be considered for funding, applicants must fill out the Donation Request Form completely and provide copies of the required documents listed under the Required Documents section. OC may require additional information or documentation in connection with any request, including proof of matching funds for certain requests. Failure to provide required documents or additionally requested documentation may result in denial of funding.

### REPORTING REQUIREMENTS

All recipients of OC donations and community contributions are required to submit a written acknowledgement of the funding, including what the funding was used for, results or outcomes achieved with the funding, and photo of the event, project, initiative, or products purchased with the funding provided by OC.

### APPLICATION DEADLINES

Applications are accepted on a rolling basis throughout the year but must be submitted to OC no less than one month prior to the event, project, program, or initiative. OC cannot guarantee last-minute requests can be reviewed or considered.

### INELIGIBLE CONTRIBUTIONS

OC does not fund the following from the donations and community contributions program:

- Individuals
- Discriminatory organizations
- Pageants
- Operating budgets (overhead)
- Political organizations or activities
- Assistance with bills or payments
- Debt
- Medical assistance or medical travel assistance
- Funeral or terminally ill assistance\*

*\* For terminally ill or funeral assistance, please submit a Terminally Ill & Bereavement Assistance application to Shareholder Services.*

OC does not fund programs, events, initiatives, sponsorships, or entities at odds with Olgoonik Corporation's Mission and Values, or where the coordinators of such events, initiatives, sponsorships, and entities do not OC's meet minimum standards of ethical conduct.

### EXPECTATIONS OF ETHICAL CONDUCT AND STANDARDS

Recipients of Olgoonik funding are expected to adhere to minimum standards of ethical conduct. OC requires that each organization, entity, program, event, and coordinators of those programs and events funded by Olgoonik shall: adhere to all local, state, and federal laws and regulations; operate with integrity, honesty, and truthfulness; uphold human dignity; protect participants, community members, volunteers, and employees; not engage in illegal discrimination and harassment; not engage in activities that violate fiduciary responsibilities, and ensure donations received are used in accordance with donors' intentions.

By accepting any funding approved by Olgoonik, recipients acknowledge and agree that funding is conditional. At any time, if it is determined that the organization, entity, program, event, or coordinators of those programs and events funded by Olgoonik do not meet OC's requirements, including minimum expectations for ethical conduct, funding will be revoked and must be returned to OC.

### SUBMITTING DONATION REQUESTS

Please send the Donation Request Form and documentation to [ShareholderServices@olgoonik.com](mailto:ShareholderServices@olgoonik.com) or complete and submit the form in-person at our Wainwright or Anchorage office locations. For questions, please contact Shareholder Services by email or call (907) 562-8728 (Anchorage) or (907) 763-2613 or 2614 (Wainwright).

# DONATION REQUEST FORM

## INSTRUCTIONS

OC provides financial and other in-kind support to projects, events, initiatives, and sponsorships that directly benefit our shareholders and communities. To be considered for funding, applicants must fill out this form completely and provide copies of the required documents listed under the Required Documents section. Olgoonik may require additional information or documentation in connection with any request, including proof of matching funds for certain requests, and requests must be submitted at least one month in advance of the project for which funding is requested.

## ORGANIZATION/ENTITY INFORMATION

<input type="text"/>		<input type="text"/>	
NAME OF ORGANIZATION		ORGANIZATION CONTACT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ORGANIZATION'S ADDRESS	CITY, STATE	ZIP CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PHONE	EMAIL	TAX ID#	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## DONATION REQUEST

Request type: ☐ In-kind goods or services (non-cash donation) ☐ Request for financial donation

<input type="text"/>	<input type="text"/>
\$	
AMOUNT REQUESTED	PROJECT NAME

Category (select one)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Arts & Culture   | <input type="checkbox"/> General/Other                           | <input type="checkbox"/> Religious Groups/Sponsored Events                                   |
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Health & Safety                         | <input type="checkbox"/> Team Sponsorships   |
| <input type="checkbox"/> Education        | <input type="checkbox"/> Nonprofits, Tribes<br>Local Governments | <input type="checkbox"/> Youth Programs <input type="checkbox"/> Other: <input type="text"/> |

## REQUIRED DOCUMENTS CHECKLIST Applications for donations must include the following:

- ☐ Completed Donation Request Form
- ☐ W-9 Form from requesting entity or organization
- ☐ Letter briefly describing the need for the donation, amount requested, and how the donation will benefit Olgoonik Corporation shareholders and/or our community.

## REPORTING REQUIREMENTS FOR APPROVED DONATIONS

If approved, requesting entities and organizations are required to adhere to certain requirements, including:

- Providing a written acknowledgement of the donation that includes what the donation was used for and the outcomes of the funded program, event, initiative, or sponsorship.
- Providing a photo or photos from the program, event, initiative, or sponsorship funded, which may be used in Olgoonik's reports and publications.

Written acknowledgements and photos are due within one (1) month of project completion. Refusal to submit required reporting documents and photos may result in denial of future funding.

## CERTIFICATION

Olgoonik reserves the right to approve or deny funding, including partial funding, or to revoke or withhold funding from any organization, project, event, or initiative at any time if it is determined that it does not meet minimum standards for ethical conduct, does not align with Olgoonik's Mission and Values or if it violates Olgoonik's policies and procedures.

By signing below, I certify that the above information and the information in the supporting documents are true, correct, and complete. By signing below, I acknowledge I understand and accept the above requirements.

<input type="text"/>	<input type="text"/>
PRINTED NAME	SIGNATURE
<input type="text"/>	<input type="text"/>
TITLE	DATE SIGNED

Please send completed forms to  
[ShareholderServices@olgoonik.com](mailto:ShareholderServices@olgoonik.com)