

LANSING

FOUNDATION

Charitable Contributions Policy

As a trusted supplier of building products for over 60 years across the country, we're committed to giving back to the communities that have given us so much, placing particular emphasis on children and adults with special needs, homes and shelters, afterschool programs, ALS and cancer research, leadership, education and environmental conservation.

We're determined to live out our mission statement in every aspect of our work, embodying respect, service, and excellence not only with the products and services that we provide, but also through the lives that we touch in the communities we serve.

The Charitable Contributions Policy ensures that all Lansing Foundation donations, sponsorships, company volunteer activities, and in-kind services are coordinated and aligned with our corporate social responsibility strategy and business goals, maximize opportunity for corporate visibility, foster long-term business relationships, and are within our budget and resource limitations. This policy eliminates duplication and establishes a central point of contact for internal and external requests. All expenditures for charitable donations, sponsorships, fundraising events, golf tournaments, etc. will be handled accordingly. All incoming requests for charitable contributions, sponsorships or in-kind services or support will be coordinated and administered by the Lansing Foundation Advisory Board. Individual employees may not respond to requests from individuals or organizations that have an actual or potential business relationship with our company. Incoming requests for sponsorships, charitable donations, in-kind services or business courtesies must be made in writing and forwarded to the Lansing Foundation Advisory Board for research, review, and final disposition. A member of the advisory board will communicate directly with agencies regarding all requests and coordinate any follow up documentation, and/or collateral activities such as ads, tickets, invitations, banners, etc.

The following guidelines will be used in reviewing requests for charitable contributions and sponsorships and company volunteer initiatives:

- Only 501(c)(3) nonprofit organizations will be considered for charitable contributions, sponsorships or in-kind donations.
- All corporate charitable contributions, sponsorships, and in-kind services will promote our business goals, create positive visibility, and demonstrate social responsibility.
- The major focus of our contributions will be on children and adults with special needs, homes and shelters, afterschool programs, ALS and cancer research, leadership, education and environmental conservation.
- Contributions will be coordinated with employee volunteer activities when possible to achieve maximum impact within budget guidelines.
- We will also consider requests to support social, community, civic, educational, diversity, and economic endeavors if these support LBP business goals and meet contribution guidelines and/or if Lansing staff is involved in the governance of the organization.

All requests will be reviewed with formal recommendation by the Lansing Foundation Advisory Board. The following exclusions apply:

- The Lansing Foundation will not support organizations that discriminate based on age, sex, race, religion, national origin, or disability with respect to employment, volunteer participation, or the provision of services.
- Contributions will be made only to the qualifying nonprofit agency.
- Requests from all local, regional, and/or school-based sports teams will not be considered.
- Requests from individual elementary or secondary schools (public or private) will not be considered.
- Requests that solicit financial support for individuals, political candidates, and political campaigns, or entities that are not nonprofit organizations, will not be considered.
- Financial requests for capital campaigns will not be considered.

If your organization meets these requirements, please submit your request in writing (not to exceed two pages) and include the following:

1. The goal of the organization
2. The specific purpose of the request
3. A copy of the 501(c)(3) tax status certification under the IRS Code

Please submit your requests to:

Lansing Building Products

Attention: Lansing Foundation Advisory Board

PO Box 6649

Richmond, VA 23230

LFAB@LansingBP.com



"From little seeds grow mighty trees."