



Abbott Employee Giving Campaign 2006



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Match Policy

The Abbott Laboratories Fund matches contributions at 50 percent to any United Way, **member agencies** of United Ways serving Abbott's principal site communities, and Abbott's health charity partners, American Cancer Society and American Heart Association.

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Donor Eligibility

All active Abbott employees (full and part-time) are eligible to participate in the Abbott Employee Giving Campaign. Contractors are not eligible to participate in the Abbott Employee Giving Campaign.

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Organization Eligibility

An organization must meet the following criteria to be eligible for processing through the Abbott Employee Giving Campaign.

- Registered with 501(c)(3) public charity certification from the U.S. Internal Revenue Service.
- Based in the United States.

You may give to the following types of U.S.-based nonprofit organizations:

- Human/Social service
 - United Way
 - United Way agencies
 - Other social service
- Health
 - Health charities
 - Hospice

- Public Safety
 - Disaster relief
 - Volunteer fire departments
- Civic and Community
 - K-12 Schools
 - Faith-based social services
 - Parks and Recreation
 - Arts and Culture

A few types of organizations are considered ineligible. For details, click [here](#). Abbott employees are encouraged to follow the eligibility guidelines.

Abbott will not process donations to any organizations that are found not to be in compliance with the U.S. Patriot Act or other government watch lists.

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Giving Methods

The following giving methods are designed to offer you flexibility in executing a pledge according to your personal preferences.

- **Payroll Deduction**
 - Ongoing
 - One-Time
- **Credit Card**
- **Stock**
- **Personal check**

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Minimum Donation

In an effort to maintain cost-effectiveness, there is a minimum \$1 per pay period for ongoing payroll deduction pledges and a \$10 minimum also applies to the Standard Giving option.

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Enrollment Methods

You may pledge in the Abbott Employee Giving Campaign by pledging online or by completing and returning a paper pledge form.

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IRS Charitable Requirement

Your gift must be a voluntary charitable contribution made from your own personal resources and not from gifts or loans from any other person or organization. As a charitable contribution, your gift cannot be used to pay tuition, membership dues, or subscription fees. It cannot be used as a payment in exchange for any kind of benefit received, and it cannot be given because you expect monetary or other benefit to be given to you or to any other person or organization named by you. In addition, your gift cannot be used for religious (e.g. tithing) or political/advocacy purposes.

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All Employee Campaign Dates

The Abbott Employee Giving Campaign's all employee solicitation period is October 23-November 3. Paper pledge forms must be turned in by November 17 in order to be processed in time for the employee's first pay period of the following year.

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Funds Distribution Process

- If you choose to give a one-time donation by check or credit card, your funds are disbursed to your designated organization(s) by April 30, 2007 and/or organization validation process. The Abbott campaign match funds are sent to the eligible organizations by December 30, 2006.
- If you choose to give a one-time donation via stock, your stocks are transferred directly to your designated organization(s) by your broker, and the schedule of this transfer should be discussed directly with your broker. Each organization receiving stock liquidates the stock and receives the realized cash value of the stock. The Abbott campaign match funds are sent to your recipient organization(s) by April 30 of the following year.
- If you choose ongoing payroll deduction, your funds are disbursed to your designated organization(s) on a regular, quarterly schedule beginning in April of the following year. A quarterly disbursement schedule is more efficient and reduces the administrative expenses for both Abbott and the recipient organizations. (First-quarter payment is made by April 30; second-quarter payment is made by July 31; third-quarter payment is made by October 31; fourth-quarter payment is made by January 31 of the following year.) The Abbott campaign match funds are sent by April 30/December 30 of the current year of the following year. A quarterly disbursement schedule is more efficient and reduces the administrative expenses for both Abbott and the recipient organizations.
- The minimum disbursement threshold is \$100 per organization. At the end of the quarter, if the total payroll deduction funds from all donors for an organization are less than \$100, the funds are held until the accumulated amount reaches the minimum threshold or payroll deduction for the pledge year is completed. Setting this minimum reduces administrative expenses for both Abbott and the recipient organizations.

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Unclaimed Donations

If the designated, qualified non-profit organization does not cash the checks it receives through the Abbott Employee Giving Campaign, it will receive three follow-up letters from the campaign administrator reminding them to cash the checks. Follow-up letters will be sent at 90, 120 and 150 days after the original transmittal of the funds by the campaign administrator to the designated organization. After 180 days, if the checks are still not cashed by the organization, the checks will be voided and the employee donations and Abbott campaign match will be sent to the United Way where the donor resides.

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Ineligible Organizations

Types of organizations that are not eligible under the Abbott Employee Giving

Campaign include the following:

- Anti-Animal Testing
- Political and Activist organizations
- Non-U.S.-based organizations
- Tithes, dues, fees, memberships, tuition payments

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