

# **The Alger Candlelight Giving Program - Matching Gift Program**

There are three parts, each on a separate page. Be sure to read them all thoroughly.

## **Part I: Guidelines**

### **Overview**

The Alger Candlelight Giving Program Committee (“ACGPC”) has created a corporate Matching Gift Program (“Program”) to support Alger employees in their personal philanthropy. The Program serves as an important element of the Committee’s effort to support charitable efforts that our employees feel will best serve their community. The Program will begin on January 01, 2009.

### **Who can participate?**

- Regular, full-time employees of Alger with at least six (6) months of service who are employed by Alger at the time of the event and receipt of matching gifts form.

### **Eligible Recipient Organizations**

Recognized by the United States I.R.S. as a 501(c) (3) public charity

### **Ineligible organizations include but are not limited to:**

- Individuals, organizations or programs established to assist specific individuals.
- Colleges or Universities, public or private schools including endowment plans, scholarship funds or athletic departments.
- Political, public policy or fraternal organizations (including alumni groups).
- Organizations primarily promoting religious purposes; requiring participants to be of a certain faith to participate in programs or receive services.
- Donor advised funds, private foundations, personal trusts and charitable remainder trusts.
- Organizations that do not comply with Alger’s non-discrimination policy (see the Alger Employee Handbook for further details).

### **What contributions are eligible?**

- A gift must be a personal contribution from the donor’s personal funds that has been paid, not simply pledged, directly to an eligible organization. The minimum tax deductible gift eligible for matching is \$25.00. Only the portion of the gift that is tax-deductible to the donor can be matched.
- Gifts must be in the form of check or credit card. No other form of personal or real property, or the value of donated time or personal service, will be matched.
- The maximum amount matched per donor per calendar year is \$500.00 for active employees.

### **Restrictions:**

- Total annual match is limited to \$500.00 per active employee per calendar year.
- The Alger Candlelight Giving Program Committee reserves the right to exclude organizations and gifts as it deems appropriate.
- This program may be amended or terminated at any time.
- Matching gift forms should be sent to:

The Alger Candlelight Giving Program  
111 Fifth Avenue  
New York, NY 10003                      or [candlelightgivingcommittee@alger.com](mailto:candlelightgivingcommittee@alger.com)  
ATTN: Robert Isacco, Human Resources

