



Matching Gifts Program Guidelines

Purpose:

The purpose of the Amerigroup Foundation Matching Gifts Program (the "Program") is to encourage support of charitable organizations by enhancing personal gifts by associates. The Amerigroup Charitable Foundation (the "Amerigroup Foundation") matches, dollar for dollar, the tax-deductible portion of donations to eligible 501 (3)(c) organizations. Associates are limited to two (2) donations totaling \$5,000.00 per year.

Who can participate?

Full-time associates who have completed at least one (1) year of continuous service with the Company are eligible to apply. You must be employed by the Company at the time when the gift is given and when the grant check is issued. .

Eligible Organizations

- Organizations certified as tax-exempt 501(c)3 charities by the IRS.
- Public and private primary schools
- Faith-based projects that serve a broad range of the community and are not limited to church members – such as soup kitchen, after-school program, and a community outreach program.
- Public and government entities – such as fire departments, parks or community recreation programs.

Ineligible organizations include but are not limited to:

- Religious institutions or organizations that serve only their membership
- Higher and secondary education institutions
- Political, public policy or fraternal organizations (including alumni groups)
- Athletic or sports organizations, clubs and teams; athletic scholarship programs or other programs administered through or for the benefit of athletic departments
- Organizations that have discriminatory policies, practices or membership
- Private foundations; community or other foundations that redistribute aggregated contributions to otherwise eligible organizations
- Individuals, and organizations or programs established to assist specific individuals

What contributions are eligible?

- A gift must be a personal contribution from the donor's own funds that has been paid, not simply pledged, directly to an eligible organization. The minimum tax deductible gift eligible for matching is \$25. 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; gifts made by payroll deduction are not eligible at this time. No other form of personal or real property (including securities), or the value of donated time or personal service, will be matched.
- The maximum amount matched per donor per calendar year is \$5,000 for active associates and Board of Director members. Gifts will be matched, up to the limit, in the order received.
- Gifts should not be made to for the purpose of encouraging a recipient to refer potential members to Amerigroup or to encourage existing members to retain their enrollment.

Contributions not eligible for matching include but are not limited to:

- Gifts made by community trusts or similar organizations, including charitable remainder trusts and donor-advised funds
- Gifts made in lieu of or for tuition payments, fees for services, and gifts to highly restrictive scholarship funds

- Gifts to educational institutions for non-educational purposes, such as athletic scholarships, programs or tickets; membership dues (including alumni organization dues) or subscription fees
- Payments for arts/cultural organizations' membership dues, tickets or subscription fees
- Group collections, pooled income funds or charitable gift annuities

How the program works:

The associate should:

- Complete Part A of the attached Matching Gifts Program Request form.
- Mail the original form, with the donation and any other necessary documentation, to the organization of your choice that meets the eligibility criteria listed in the guidelines.
- Original signatures are required; faxed copies will not be accepted.
- The matching amount provided by the Amerigroup Foundation will be designated for the same purpose as the donor's gift.

The recipient organization should:

- Complete Part B of the original Matching Gifts Program Request form.
- The organization's authorized officer must verify the donation, sign the form and return the original form to the Amerigroup Foundation Matching Gifts Program.
- Eligible gifts are processed and matched on the following quarterly schedule:

Forms received by:

January 31
 April 30
 July 31
 October 31

Matching Gifts paid by:

March 31
 June 30
 September 30
 December 31

Is there a time limit for matching my gift?

The Amerigroup Foundation Matching Gifts Program must receive the completed form from a recipient organization within ninety (90) days of the date it receives a donor's gift. Gifts received after that time will not be matched. All gifts must be verified by the recipient organization in order to be matched.

For more information, please contact the Amerigroup Foundation Matching Gifts Program by phone at (757)769-7848 or by e-mail at ksnodgr@amerigroupcorp.com

Program administration:

The Program is administered by The Amerigroup Foundation, which has sole discretion to determine a donor, organization or program's initial or continuing eligibility to participate in the Program. The Amerigroup Foundation may, at any time, exercise the right to change, suspend or terminate the Program. The Board of Directors is responsible for the Program's interpretation and administration, and their decision shall be final. The Amerigroup Foundation reserves the right to audit any gift-related records of individuals and organizations, and to request any supporting documentation it considers necessary to evaluate the validity of any Matching Gifts request.