



NEW 2015 Gift Match Guidelines

New guidelines effective as of January 1st, 2015

Through the Gift Match program, Boeing recognizes the importance of your personal contributions to organizations that matter to you. This generous program matches your financial donations and volunteer hours in any combination -- up to 6,000 USD per year -- to eligible non-profit organizations.

EMPLOYEE / RETIREE ELIGIBILITY

Eligible participants are limited to:

- Active employees of The Boeing Company on the date(s) the gift was made and registered.
- Retirees who retired directly from The Boeing Company.

Ineligible participants:

- Subsidiary employees

ORGANIZATION ELIGIBILITY

Eligible Recipient Organizations: All organizations must be approved by The Boeing Company through the process outlined below and must confirm compliance with program criteria to participate in the program.

The following types of organizations in the US may be eligible to participate in this program: (excluding those listed in the "Ineligible Recipient Organizations" section):

- Recognized by and registered with the United States I.R.S. as a 501(c)(3) charitable organization; or
- Accredited Public PreK-12 Schools or School Districts in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States; or
- Accredited Public or Nonprofit Colleges and Universities in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States.

In addition, certain organizations outside the US that are on the pre-approved list are eligible to participate in this program.

Ineligible Recipient Organizations: Ineligible organizations include, but are not limited to the following (please note that this list may be expanded or amended at any time):

- Political organizations (partisan organizations or those supporting specific candidates or legislation).
- Religious organizations (churches, synagogues, mosques, ministries, seminaries and other houses of worship), or other organizations primarily promoting religious purposes. Other faith-based community service organizations or schools may be considered eligible if they:



- serve a secular purpose, such as food pantry, homeless shelter or education;
- do not require participation in prayer, worship or other religious activities as a condition of receiving service(s) offered; and do not use the individual donation or resulting match for religious purposes
- Federated Giving type organizations (e.g., United Way of Metropolitan Atlanta, Employees Community Fund, etc.).
- Supporting organizations and organizations with a 509a3 tax status.
- Organizations that do not comply with Boeing's non-discrimination policy.
- Organizations that do not comply with the USA Patriot Act.
- Organizations outside the US that have not been included in the pre-approved list of eligible recipient organizations.

GIFT ELIGIBILITY

Annual Minimums and Maximum

Each eligible Boeing employee participant may be matched 1:1 up to a maximum of 6,000 USD in each calendar year (minimum donation is 25 USD or 25 volunteer hours). The maximum can be used for any combination of monetary contributions or volunteer hours.

Eligible retiree monetary contributions may be matched at 50% (50 cents for every 1 USD contributed) up to 3,000 USD in each calendar year (minimum donation is 25 USD). Employees who submit a gift match request and retire before the gift is paid will be matched at \$.50 on the USD.

Eligible non-profit organizations may receive up to a maximum of 150,000 USD per calendar year in matching gifts.

Eligible Gifts

- Gifts must be tax-deductible, charitable contributions of 25 USD or more.
- Gifts must be current contributions made directly by the Boeing donor to the eligible organization from the Boeing donor's own assets. Gifts must be made, not merely pledged. A matching gift **cannot** be used to satisfy a personal pledge (e.g., a pledge of 2,000 USD cannot be satisfied by 1,000 USD from the donor and 1,000 USD from Boeing's match).
- Gifts may be made via cash, check, credit card or securities. Securities will be matched on the basis of the closing price on the date of the gift.
- Gifts made within a particular calendar year must be registered by the donor by the following January 31. The recipient organization must confirm receipt of a gift within 30 days of the donor registering the gift.

Gifts made by or through community trusts or similar organizations, including charitable remainder trusts, personal foundations or donor advised funds can be matched at the time of disbursement to the eligible non-profit.



Ineligible Gifts

Boeing will **not** match the following types of employee gifts:

- Charitable contributions supporting political purposes, influencing legislation or electing candidates.
- Charitable contributions for religious purposes or supporting religious activities and programs.
- Charitable contributions made as part of a federated giving campaign (e.g., United Way of Metropolitan Atlanta, Employee's Community Fund, etc.)
- Contributions, or portions thereof, that are not considered charitable or tax-deductible (e.g. event registration, dinner, raffle, sporting event tickets, parking privileges, admission fees, auction item value, etc.).
- Contributions, or non-deductible portions thereof, which directly or indirectly benefit the donor, his/her family or other person designated by the donor such as:
 - Tuition or other student expenses (including books, services, fees, travel and leisure for volunteer trips, etc.); or
 - Individual, family or group membership fees, dues, including alumni/fraternity/sorority dues and subscription fees.
- Bequests, wills, insurance premiums, or contributions made through entities such as charitable remainder or charitable gift annuities.
- Real estate, inkind, or non-monetary contributions (services, materials, supplies, etc.).
- Gifts made in whole or in part, with funds received from other people —only the donor's personal contribution can be matched.
- Gifts registered after one year of the gift date will not be eligible.
- Gifts made to scholarship funds where the scholarship recipient is designated by the donor or institution.

Recipient organizations **are prohibited** from using matching funds:

- To pay an individual's tithes, tuition or school expenses
- To pay for travel, including school-sponsored travel or field trips
- To pay dues, subscriptions, insurance premiums or student fees
- To fund programs outside the U.S. that are not on the pre-approved list of eligible organizations
- To fund an individual obligation or pledge
- To fund political campaigns, influence legislation, or elect candidates

Humanitarian Relief

In times of natural disaster, the company may decide to run a special appeal and match employee contributions to a particular non-profit. During a special appeal, the company may raise the non-profit maximum donation amount above the 150,000 USD annual maximum.



Donations made through a special appeal will be considered part of the 6,000 USD employee annual gift match allowance and 3,000 USD retiree annual gift match allowance.

GIFT MATCH PROCESS AND ADMINISTRATION

There are three simple steps for a donor to complete a gift match followed by three simple steps for a recipient organization to confirm the gift.

Register Your Gift

Step 1: Eligible Boeing donor first makes the contribution directly to the eligible organization.

Step 2: After first making your donation directly to the non-profit, go to Total Access and click on My Community Giving – Gift Match. This will take you to the gift match home page.

Step 3: Once on the gift match home page, you will be able to register your gift or your volunteer hours and will need to select the appropriate recipient organization and enter the gift amount, and date of the gift.

You will have the ability to print a confirmation of your gift registration. Gifts made within the calendar year must be registered by the donor by the following January 31 of the following year (example: gifts made in 2013 must be registered by January 31, 2014).

Note that gifts may also be registered by phone using a valid BEMS ID by calling the TotalAccess Call Center at 866-473-2016. Please have the gift information including amount, organization name, and date available.

Non-profit confirmation

Step 1: The recipient organization will receive an email with a link and instructions to go to the Boeing gift match website.

Step 2: The organization must log in and confirm receipt of a gift or volunteer hours within 30 days of the donor registering the gift (the organization may take this step as soon as the gift is registered). Confirmation takes place within the gift match website.

Step 3: Once confirmed by the organization and subsequently approved by Boeing, a gift will be recorded as eligible and matched.

NOTE: Recipient organization must also confirm compliance with eligibility criteria and program guidelines upon logging into the system.



If the non-profit does not confirm the gift within 30 days, the gift will be declined, however, this does not deem the gift ineligible. An employee may submit a new gift match request for the same gift but it is advised to make sure the non-profit confirms the gift within the 30 day window.

PAYOUT SCHEDULE

- Boeing matching gift payments will be sent directly to the recipient organization.
- Payments will be made on a quarterly basis unless otherwise noted.
- Gift Match requests must be submitted by the employee and confirmed by the nonprofit no later than the deadline dates listed below to be considered for each quarter's payment processing.

Donation Confirmation Date	Payment Processing Date
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

Administration of the Program

Boeing reserves the right to decline to match any donation to an organization whose practices are, in the determination of the company, inconsistent with company goals and policies that do not meet the eligibility criteria.

Boeing regularly evaluates the program to ensure the process adheres to stated guidelines and our commitment to corporate citizenship, including periodic reviews of organizations receiving matching funds from our programs. Organizations selected for review may be required to provide documentation verifying receipt of individual donations for each participant.

Boeing may suspend, change or terminate this program at any time. The interpretation, application and administration of the program shall be determined by The Boeing Company, in its sole discretion.

Failure to abide by program rules or providing any false or misleading information in connection with a matching gift request could result in disciplinary action including termination, as well as possible civil or criminal liability.

Boeing reserves the right, in its sole discretion, to discontinue funding and to require the return of the matching gift grant amount, or any portion thereof, and any income earned thereon, if you provide Boeing with any false or misleading information or make any misrepresentations in connection with this request for a matching gift.