

# Matching Gifts to Higher Education



The Cargill Matching Gifts to Higher Education Program was designed to support and enhance the generosity of Cargill employees and our mutual commitment to education. Cargill counts education among its top giving priorities. In 2004, the company committed more than \$12 million to supporting education programs around the world.

## How does the Program Work?

- Donor gifts are matched on a 1:1 basis from a gift minimum of \$50 to an aggregate total of \$2,000 per fiscal year. Cash, checks, credit cards, and stock payments (not merely pledged) are the only acceptable gifts. (Donors who contribute gifts of stock must attach a copy of their stock activity statements.)
- If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit of \$2,000 for the fiscal year.
- Gifts are matched on a first-come, first-serve basis within budget limitations.
- Contributions must be a personal, tax-deductible donation.
- Forms must be received for gift matching within six months of the date of gift.
- Matching gift payments will be made on a quarterly basis, shortly after August 31, November 30, February 28 and May 15 of each year. Match requests received by the Citizenship department after May 15 will be counted against the donor's maximum for the following fiscal year.

## Who is Eligible to Participate?

- Employees (full-time and part-time of at least 24 hours/week)
- Retirees
- External members of Cargill's Board of Directors

## What Educational Institutions are Eligible?

- Educational institutions located in the United States that are recognized by the Internal Revenue Services as a tax-exempt public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of the federal, state or local government as provided by section 170 (c)(1) of the Code.
- Eligible education institutions include independent private college funds (United Negro College Fund or the Minnesota Private College Fund), private or public two or four year colleges; graduate and professional schools; technical and specialized schools; seminaries and theological schools, and must be accredited by an appropriate nationally recognized accrediting agency.
- A tax-exempt fund, foundation or association that is an integral part of the eligible educational institution. These contributions will be matched if it is certified that the gift will be applied directly to support the institution's primary educational objectives. The gift will be made payable to the educational institution.
- Education institutions outside the U.S. may also be eligible. Please contact Stacey Smida to verify eligibility of the organization and the contribution amount.

## What Contributions are NOT Eligible?

- Gifts to elementary and secondary schools;
- Payments for tuition or other student expenses;
- Gifts or scholarships to individuals;
- Alumni dues payments;
- Payments for subscription fees for publications;
- Bequests;
- Insurance premium payments;
- Payments that are not in the form of a direct gift;
- Gifts to clubs, fraternities, sororities or their affiliated foundations;
- Athletic programs;
- Tickets to athletic events;
- Memberships;
- Payments for special events such as benefits, galas, raffles, or auctions;
- Gifts or payments for primarily political or religious purposes;
- In kind gifts or services; or
- Gifts that involve reciprocity between the institution and the donor or donor's family

## What is the Procedure?

- Donor completes and signs Part A and mails the entire form with the gift to the designated institution.
- The educational institution completes and signs Part B of the application and mails the entire form back to:

Cargill  
Matching Gifts Program  
PO Box 5650  
Minneapolis MN 55440

## Additional Note to Donors

The Matching Gifts to Higher Education Program is not to be construed as creating a pledge or legal obligation by Cargill. The Cargill Citizenship Committee reserves the right to suspend, amend, or discontinue the program at any time without notice and reserves the right to determine whether a grant shall be made based on eligibility. If a grant is at any time found to have been generated by an ineligible person or organization, Cargill will expect return of the gift.

**Questions about the program contact:**  
**Stacey Smida    [Stacey\\_Smida@Cargill.com](mailto:Stacey_Smida@Cargill.com)**  
**Cargill Public Affairs**  
**952/742-4311**

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## Donor Instructions:

- Complete Part A of this form. Please print or type.
- Send the completed form to the recipient organization.
- If a stock donation was made, include a copy of your stock activity statement.

## Recipient Organization Instructions:

- Verify receipt of gift.
- Complete Part B of this form. Please print or type.
- Forward the completed form to the address printed below.

### PART A – Donor Section

Employee Number

Employee Name

Home Address

City/State/Zip

Daytime Phone Number

If Applicable, Business Unit/Function

Exact Date of Gift

Amount (min \$50)

Type of gift: Please check one:

Check  Credit Card  Stock

If Stock, Number of Shares and Name of Co.

Type of Donor: Please check one:

Salaried Employee  Non-Exempt Employee

Hourly  Retiree

External Board of Directors

Name of Educational Institution

Restriction or Purpose of Gift (if any)

### PART B – Recipient Organization Section

Name of National or Regional Accrediting Association

Name of Institution

Address

City/State/Zip

Telephone Number

Fax Number

E-mail Address

Date Gift Received

Amount of Gift

(if applicable) Tax Deductible Amount

**I certify that this educational institution meets the eligibility requirements of the Cargill Matching Gifts to Higher Education Program, and that neither the donor nor Cargill will derive any personal material benefits from this gift or match.**

Authorized Officer's Name (please print)

Title (please print)

**I certify that neither my family nor I will derive any direct or indirect financial or material benefit from this contribution. I certify that this contribution does not represent payment for tuition, services or other personal financial obligations. I have read and understand the guidelines of the Matching Gifts Program. I understand that only the tax-deductible portion of my donation is eligible for matching by Cargill and the Matching Gifts Program.**

Signature

Date

Cargill  
Matching Gifts Program  
PO Box 5650  
Minneapolis MN 55440