

# Terms and Conditions



## Eligible Donors

- Current regular employees (paid in U.S. dollars) of ConocoPhillips, or its U.S. subsidiaries in which the company ownership is at least 50 percent.
- ConocoPhillips retirees (includes Conoco and Phillips retirees prior to the merger).

*Note: Retiree definition under the Matching Gift Plan is age 50 and up in the calendar year when employment ends.*

## Eligible Recipients

- Private or public, nonprofit K-12 schools with appropriate regional or professional accreditation.
- Private or public, nonprofit schools of higher education (includes four-year colleges, graduate and professional schools, junior colleges, technical institutes and community colleges) as accredited by the American Council on Education.

## Matching Rates

- Employees are matched \$1 for \$1 to an annual maximum match of \$10,000.
- Retired employees are matched at 50 cents for each \$1 (annual maximum match is \$5,000).

*If an individual's gift(s) exceeds the maximum match amount, the gifts will be matched up to the annual maximum in date-of-gift order.*

## Match Qualifications

**(\$50.00 minimum contribution)**

- Cash. Gifts made from the eligible donor's personal or joint account, or credit card account.

- Marketable securities. The value of the securities under this plan will be the average price (between the high and low quotations) on the date the gift was made.

*Matching Gift forms **must** have gift documentation attached (copy of check, credit card or securities transaction, etc.) to be eligible for a match.*

## Guidelines on Ineligible Gifts

- Any contribution that results in a personal benefit or privilege to the donor, the donor's family or anyone designated by the donor.
- Gifts to fraternities, sororities, booster clubs, marching bands or any extracurricular activities.
- Gifts to athletics: funds, foundations, facilities or scholarships.
- Donations to alumni association dues or activities.
- Contributions made in lieu of tuition, fees or school loans.
- Gifts to PTA, PTSA or PTO organizations.
- Gifts to religious organizations (except accredited schools).
- Gifts intended to fulfill a church-related financial obligation, e.g., tithing.
- Multiple gifts submitted on one application form.
- Deferred gifts (e.g., charitable remainder trusts or annuity trusts).
- Accumulated or pooled monies raised by a group of employees/retirees and submitted by one donor.
- Gifts for admission tickets.
- Gifts for subscription or membership fees.
- Gifts of real estate or personal property.
- Gifts made from business accounts or non-employee/retiree spouse's account.
- Gifts with incomplete matching gift forms.

## Completing Gift Forms

- **Donor.** Fills out **Form A** and sends the entire pamphlet to the organization receiving the donation, along with the gift.
- **Recipient.** An authorized official of the educational institution completes **Form B** and mails completed form **along with documentation of gift** (copy of check, credit card or securities transaction) to:

**ConocoPhillips  
Matching Gift Administrator  
600 N. Dairy Ashford (MA 3140)  
Houston, Texas 77079**

- All forms must be completed in full and documentation provided before the matching gift can be processed.
- Contributions will be matched three times annually.

Contribution Made	Forms and Documentation Receipt Deadline	Gift Matched By
Jan 1 - June 30	July 31	September 30
July 1 - Sept 30	October 31	December 15
Oct 1 - Dec 31	January 31 (of the next year)	March 15 (of the next year)

- Forms for gifts made in the calendar year (January 1 through December 31) will be accepted anytime before January 31 of the following year for a match. (Forms and proof of the gift must be received by this office by January 31 of the following year, or eligibility will lapse and the gift will not be matched.)
- Upon determination of eligibility, ConocoPhillips management will authorize payment.

## Other Administrative Conditions

ConocoPhillips may modify, suspend or terminate the Matching Gift Plan at any time. The interpretation, application and administration of the plan shall be determined by the management of corporate contributions, whose decision shall be final.



# Matching Gift Plan

*for Contributions to Education in 2005 and Beyond*





Dear Fellow Matching Gift Donor:

It is my pleasure to welcome your use of the ConocoPhillips Matching Gift Plan. It is one of the ways our company is supporting employees and retirees in their efforts to contribute to the well being of their communities and their favorite educational institutions.

With this plan, you can maximize your educational gifts to eligible accredited schools at the elementary, secondary and college levels. Your gift will go farther in helping worthwhile institutions of learning with scholarships, special programs and ongoing operating expenses.

Please read this pamphlet and become familiar with the guidelines, which apply to ConocoPhillips' matching gifts starting in 2004. Following these guidelines will help assure that all eligible gifts are matched, and that the primary purpose of this program – support of quality education – is achieved.

ConocoPhillips is pleased to support your contributions to education. Thank you for including us as your matching gift partner.



Sincerely,

Jim Mulva  
CEO  
ConocoPhillips

## FORM A – ConocoPhillips Donor

The donor certifies that he or she is eligible to have a personal gift matched by ConocoPhillips, under the provisions of the Matching Gift Plan, and that the institution may report it to Corporate Contributions. The nature and purpose of this gift comply with the rules of the Matching Gift Plan described in this pamphlet and with ConocoPhillips' Code of Business Conduct and Ethics. The donor will not be, nor has been, reimbursed for this donation by anyone and has received nothing of value in exchange.

Name of Recipient School		Date of Gift (Mo/Day/Yr)	
Amount of Gift (\$50 minimum)	Check <input type="checkbox"/>	Name of Security	Market Value on Date of Gift
	Credit Card <input type="checkbox"/>		
Donor Status:	Employee <input type="checkbox"/>	Employee Number	
	Retiree <input type="checkbox"/>		
Gift Designation (required): Unrestricted general support <input type="checkbox"/>			
Designated for _____			
Donor's Name		Phone Number	
Address (Street)			
Address (City/State/Zip)			
Signature of Donor (must be signature of eligible donor, i.e., not spouse or other family member)			

## FORM B – Educational Institution

Tax-Exempt Certification Number	I hereby certify receipt of a gift from:		
Amount of Gift to be Matched (\$50 minimum – Note: any ineligible portions of this gift should be deducted)	K-12 <input type="checkbox"/>	University/College/Other <input type="checkbox"/>	Date Received
Name of School	Accredited by		
Address (Street)	Phone Number		
Address (City/State/Zip Code)	E-mail Address		
I hereby certify that this is an accredited school determined to be tax-exempt under the U.S. Internal Revenue Code, Section 501(c)(3), and is an institution to which contributions by individuals and corporations are deductible on their federal income tax returns. I also certify that this school will provide a copy of its Letter of Determination of Tax-Exempt Status from the Internal Revenue Service upon request.			
I further certify that I have read the rules and acknowledge this donor's gift fully complies with the program provisions stated on the reverse side of this application.			
Name and Title of Authorized Individual		E-Mail Address	
REQUIRED FOR MATCH: copy of gift documentation		Signature	

**Note to Institution:** Separate at perforation, attach copy of gift documentation and mail to the address below by the required date (see "Completing Gift Forms").  
ConocoPhillips, Matching Gift Administrator, 600 North Dairy Ashford – MA 3140, Houston, Texas 77079.