

Conrad N. Hilton Foundation Employee Matching Gifts Program

OVERVIEW AND INSTRUCTIONS FOR THE EMPLOYEE

The Employee Matching Gifts Program of the Conrad N. Hilton Foundation is designed to support and encourage our employees' financial support of eligible non-profit organizations and institutions. The Foundation will provide a \$2 matching gift for every \$1 contributed by a Foundation employee to eligible non-profit organizations and institutions. Please see below for more details.

Eligible Employees

All active, regular full-time and regular part-time employees of the Conrad N. Hilton Foundation are eligible to participate. Spouses and dependents are not included in this program. Should an employee leave the Foundation at any point, any pending contributions will be matched at the discretion of management.

Eligible Non-Profits

An organization or institution must have a 501(c)(3) tax-exempt public charity status granted by the Internal Revenue Service to be an eligible matching gift recipient. Grants Management staff will independently verify the tax-exempt status of an organization prior to release of matching funds.

Eligible Contributions

Only employee gifts of cash (not merely pledged) or marketable securities having a quoted market value will be matched. The value of securities will be determined by the closing market price as reported in "The Wall Street Journal" on the day the institution receiving the securities verifies that it received the securities.

Employee contributions must be for a minimum of \$50, up to a maximum of \$7,500, per fiscal year for each eligible employee. The Foundation will match up to eight contributions per employee per fiscal year provided each contribution meets the \$50 minimum and that collectively all contributions do not exceed \$7,500 per fiscal year. The Foundation's maximum matching contributions will not exceed a total of \$15,000 per fiscal year for each eligible employee.

Upcoming Deadlines for the 2017 Program

Contribution Made Between	Must Submit Page 1 to the Foundation
October – December 2016 <i>(to be matched in 2017)</i>	By March 31, 2017
January – September 2017	By September 30, 2017*

* Part 1 must be submitted to the Foundation no later than September 30th of each year in order to ensure payment during the fiscal year.

Gifts Not Qualified for Matching

The Foundation will not match gifts other than gifts of cash or marketable securities and will not match gifts to organizations not recognized as tax-exempt by the IRS. Further, the contribution cannot include resources from any other person or organization and cannot in any way represent payment in exchange for or expectation of any monetary or other benefit given to the employee, or to any person or organization named by the employee.

Procedures

1. The employee completes Part 1 of the form and submits it to the Foundation's Grants Management staff (please give to Carol Lee).
2. The employee completes Part 2A and sends the Part 2 form with their contribution directly to the recipient institution.
3. The recipient institution completes Part 2B and returns the form to the Foundation.
4. The Foundation, upon receipt of Parts 1 and 2, determines the eligibility of the institution and the contribution. The Foundation reserves the right to seek additional information about recipient institutions.
5. After verification, a matching gift check will be issued and transmitted to the designated organization.