

Creative Genius Guidelines

Program Objective

The objective of the Matching Gift program is to encourage full time employees, retirees, and directors of Creative Genius Corporation to make personal contributions to support education. The program is funded by the Creative Genius Foundation, hereafter known as "The Foundation".

Who is Eligible?

Eligible donors include:

- Full Time employees of the Corporation.
- Retired employees.
- Active Directors of the Corporation.

Eligible Institutions

Nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

The Foundation will match qualified employee contributions to any 501(c)(3) in the United States that is either a:

- Four year college or university (must be a degree-granting school)
- Technical or community college
- K-12 school (elementary or secondary, comprehensive, full-time school)
- School or university foundation (must have 501(c)(3) status with IRS)
- PTO's, PTA's and other support organizations for K-12 schools (must have the 501(c)(3) tax status).
- Alumni Associates affiliated with the school.

Both publicly funded and private nonprofit independent schools are eligible. All schools that are not publicly funded must have status under Section 501(c)(3) of the tax code. The organization must be located in the United States and support education in the United States. Non-profit organizations that support non-US education are not eligible.

Non-Profits other than Education are eligible to include but not limited to:

- Human or Social Services
- Healthcare
- Environmental
- Cultural
- Disaster Relief
- Animal Welfare
- Community Development

Qualified Contributions

The contribution must be a personal gift of check, credit card or stock (FMV on date of donation) by the eligible donor. It must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged and must be made directly to the approved organization. Gifts must be verified by the recipient (the school). Matching Gift requests must be received by the program within one year of the date of the gift and by February of the following yr for same year gift.

Minimum/Maximum Gift Amount

The minimum gift that will be matched by the Foundation is \$10. All gifts will be matched at a rate of 100% of the donation up to a maximum of \$1,000 paid by the Foundation per employee/retiree/director.

What is Not Eligible for Matching?

The Foundation will NOT match:

- Gifts made in lieu of tuition or other payment for services
- Donations to tuition organizations such as those organized under Arizona tax law which pay tuition/scholarships for specific students
- Gifts made in lieu of pledges, tithes, or other financial commitments to a K-20 school
- Gifts for the private benefit of specific individuals
- Membership fees for which benefits are received
- Payment for auction items in which goods or services are received, regardless of value
- Payment for raffle tickets
- Subscription fees for publications
- Gifts-in-kind (e.g., personal or real property, other than securities; value of personal services).
- Gifts made by or through charitable gift annuities, charitable gift funds, charitable remainder trusts, donor advised funds, pooled income funds, family foundation or community trusts or similar organizations
- Any gift donated after the death of an employee or retiree (for example, through a will, trust, estate, etc.) is not eligible for matching.

How the Program Works?

Donors submit a matching gift request by filling out the form and sending to the matching gift company.

Mail to: PO Box 1392, Reston, VA 20191 to complete your request, get the gift matched and sent to the recipient organization.

Matching Gift Payments

Matching Gift disbursements that have been verified by the organization screened and will be made on a quarterly basis to grantee organizations. Every effort will be made to process all requests received by the program cut off date. However there may be circumstances that would delay the approval of the match for a donation that would require the match to be paid in the following quarter.