

"Because One Person Can Make Twice The Difference"

The Elsevier Foundation's matching gift program encourages Elsevier employees to contribute to the qualifying charitable organization of their choice. Elsevier will match employee financial donations on a one-for-one basis with a minimum equivalent of \$20 and a maximum of \$1000 to qualifying non-profit organizations/registered charities. A maximum equivalent of \$1000 will be matched per employee, per calendar year within the guidelines outlined below.

I. Eligible Donors

- All benefit-eligible employees currently working for Elsevier are eligible. The individual must be an active employee at the time of Elsevier's contribution.

II. Eligible Recipient Organizations

1. Eligible organizations include, but are not limited to:
 - a. *Educational institutions*, such as not-for-profit graduate and professional schools, four-year colleges, two-year junior and community colleges and independent secondary schools, accredited or approved by a recognized accrediting agency.
 - b. *Health care institutions*, such as not-for-profit hospitals and health care organizations and foundations, and welfare or other service organizations, accredited or approved by a recognized accrediting agency.
 - c. *Art & Cultural organizations* operated for the benefit of the general public, such as orchestras, museums, libraries, theatres, botanical gardens, zoos, public television and public radio stations, performing arts companies and historical villages and restorations. These organizations must be recognized by the local government as a public charity. (i.e. in the United States, recognized by the I.R.S. as a 501(c)(3) public charity)
2. Ineligible recipient organizations:
 - a. Political organizations.
 - b. Churches, synagogues, or other institutions organized for the purpose of worship or religious study; organizations that require participants to be of a certain faith in order to participate in programs or receive services.
 - c. The Elsevier Foundation reserves the right to examine and exclude organizations as it deems appropriate.

III. Gift Eligibility

1. Eligible Gifts:
 - a. Gifts must be a minimum equivalent of \$20 and must be paid directly to the eligible organization or institution.
 - b. Gifts must be made, not merely pledged, in cash.
 - c. Gifts must be current contributions from the donor's own assets.
 - d. An individual Elsevier employee will be matched up to the equivalent of \$1000 per calendar year.
2. Ineligible Gifts:
 - a. Charitable contributions supporting activities for religious or political purposes.
 - b. Real estate, in-kind, or volunteer charitable contributions.
 - c. Contributions that result in a material benefit or privilege for Elsevier, an employee, or his/her family. (i.e. benefit dinners, memberships, auction items, event tickets, subscriptions, tuition payments or other student fees, preferential treatment, company sponsorship benefits, etc)

IV. Gift Matching Process

- Forms must be submitted by not-for-profit/charitable organization within three months of the date of gift.
- For gifts made by credit card through online submission, the employee may submit the form directly to the Foundation with the electronic confirmation of payment (in lieu of Part B) without sending the form to the charity.
- Matching contribution payments will be made quarterly. If the charity does not return the Matching Gift form promptly there may be a delay in matching your donation.

V. Administrative Conditions

- The matching gift program is offered as a public service by the Elsevier Foundation, the charitable foundation established by Elsevier. The Elsevier Foundation reserves the right to determine whether a gift shall be matched, and determines all aspects of the program including participant and recipient eligibility, and may suspend, amend or terminate the program anytime.

PART A: TO BE COMPLETED BY EMPLOYEE	
<p>Complete Part A of the Matching Gift form and send it with your donation to the charity of your choice. Your gift will only be matched if (a) you are a benefit-eligible employee (b) the charity is eligible under the provisions of the program (c) your gift is a minimum equivalent of \$20. A maximum donation equalling \$1000 per employee will be matched per calendar year. Please write clearly. Unclear or incomplete vouchers will not be processed. Donations are matched quarterly. If you have questions or need further assistance, please e-mail Mark Hayes, Matching Gift Administrator, at mark.hayes@elsevier.com.</p>	
Employee Name:	Name of Charitable Organization:
Home Address	Address of Organization:
Department:	Amount of Gift (please indicate currency):
Location:	Date of Gift:
<p>I hereby certify that the information submitted by me is correct and that my gift fully complies with the provisions of the program described and will not be used to pay any fees or in lieu of tuition. I further certify that the gift has been made with my own funds or property</p>	
_____	_____
(Date)	(Signature of Donor)

PART B: TO BE COMPLETED AND COUNTERSIGNED BY THE ORGANIZATION/CHARITY	
<p>Complete and countersign Part B of the Matching Gift form, thereby certifying that the contribution has been received and is eligible under this Matching Gift program. The form should then be returned to: Mark Hayes Matching Gift Administrator, Elsevier Inc., 360 Park Avenue South, New York, NY 10010</p>	
Amount Received (please indicate currency):	Date Received:
Contact Name:	Name of Organization/Charity:
Contact Telephone Number:	Tax Exempt ID Number/Registered Charity Number
<p>I hereby certify that this organization/charity is non-profit and meets the qualifications of the program described herein. I also hereby certify that this donation does not represent payment or part payment of fees, a subscription or contain any other considerations for the benefit of the donor</p>	
_____	_____
(Date)	(Authorized Signature)

Please enclose official proof of non-profit/registered charity status
***For all U.S. non-profits, please include IRS form indicating tax exempt status**

If you have any questions about gift eligibility or need further assistance, please e-mail Mark Hayes, Matching Gift Administrator, at mark.hayes@elsevier.com