

# ExxonMobil Foundation

## Educational Matching Gift Program 2008

Expires December 31, 2008

The Educational Matching Gift Program is intended to encourage giving to higher education by ExxonMobil employees, retirees, and surviving spouses. Each calendar year, an employee, retiree, or surviving spouse may have up to \$7,500 in gifts to U.S. colleges and universities and to certain consortia of minority colleges and universities matched by the ExxonMobil Foundation. The matching ratio is three-to-one, with the Foundation contributing \$3 for every \$1 contributed by the individual. Each gift must be a minimum of \$20.

### Eligible Donors

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the U.S. (This includes U.S. domestic employees on expatriate assignment.)
- Retirees from the above companies or the Exxon Corporation.
- Surviving spouses of deceased employees and retirees of the above companies or the Exxon Corporation, as defined by ExxonMobil Human Resources.
- Present and former outside directors of Exxon Mobil Corporation or the Exxon Corporation.
- Non-U.S.-payroll employees are eligible while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates.

(NOTE: Retirees of Mobil Corporation are not eligible for this program.)

### Eligible Recipients

- Two- and four-year colleges and universities that are degree-granting, accredited, exempt from Federal taxes, and physically located in the U.S.
- The following three consortia of minority colleges and universities:

*United Negro College Fund (UNCF), 8260 Willow Oaks Corporate Drive, P.O. Box 10444, Fairfax, Virginia 22031-4511.* A consortium of 42 private, historically black colleges and universities, UNCF was established in 1944 to serve as a central fund-

raising body for member institutions. Contributions received are divided among member schools for use as each deems appropriate. For further information, write: United Negro College Fund, Matching Gifts Coordinator, at the above address.

*American Indian College Fund (AICF), 8333 Greenwood Blvd., Denver, Colorado 80221-4488.* A consortium of 24 tribal colleges, AICF was established in 1986 and is patterned on the United Negro College Fund. Monies raised are divided among the member schools to provide student scholarships and support for academic programs. For further information, write: American Indian College Fund, Matching Gifts Coordinator, at the above address.

*Hispanic Scholarship Fund (HSF), 55 Second Street, Suite 1500, San Francisco, California 94104.* HSF was established in 1975 to provide scholarships to Hispanic students at all levels of higher education, but principally to four-year college students. In selecting scholarship recipients, the Fund considers academic achievement, personal strengths and leadership, and financial need. It also takes into account the geographic distribution of Hispanics in the U.S. For further information, write to: Hispanic Scholarship Fund, Matching Gifts Coordinator, at the above address.

### Eligible Gifts Colleges & Universities

To be eligible for matching, a gift to a college or university must meet all of the following conditions:

- It must be made to a college or university with which the donor has a personal affiliation: you, your spouse, or one of your children must have received a degree from, attended, or currently be attending the institution or have been or currently be a member of its faculty, administration, or board of trustees (personal affiliation does not extend to branch universities or facilities).
- It must be an actual donation, not a pledge.
- It must be in the form of cash or publicly traded securities.

- It must be made directly to the college or university. That is, the donation should be made to the parent institution, not to a sub-unit of the institution or to a separately incorporated group or organization acting as a conduit of funds to the institution. (Exception: Gifts may be made to the general-purpose foundations that exist at some state-supported colleges and universities.)

Donors wishing their gifts to be used for a specific purpose (e.g., a particular sub-unit such as a department, school, program, or fund) should indicate this when they fill out the “specific purpose designated for gift” line in the matching gift application form.

*Note, however, that the Foundation’s matching grant is always unrestricted — that is, we do not tell the institution how to use it.*

- It must be a charitable contribution. Neither you nor any member of your extended family nor any person you designate may receive a benefit or gift of more than token value in return for or as a result of either your contribution or the Foundation’s matching gift.
- It must be your personal contribution, not a contribution made with funds received or collected from other individuals, groups, or organizations for the purpose of making the gift.

### Minority Organizations

Eligibility criteria for gifts to the three minority organizations are the same as those for gifts to colleges and universities except that:

- You do not need to be affiliated with one of the member colleges and universities in order to make a gift to UNCE, AICE, or HSE
- Your gift to any of the organizations must be unrestricted — that is, you may not designate it either for a particular purpose, a particular college or university, or a particular type of student.

### Scholarships

Gifts designated for scholarships are eligible only if:

- no one but faculty or administrators of the institution participate in selecting the recipients;
- the terms and conditions of the award are at least as restrictive as those used by the institution in awarding scholarships out of its general scholarship fund;

- participation in intercollegiate sports is not a criterion for eligibility;
- neither you nor any member of your extended family benefits from the scholarship.

Along with your matching gift application, the institution is required to submit a description of the terms and conditions attached to the scholarship.

### Ineligible Gifts

The following information is intended to supplement, not to replace, the information in the above section entitled “Eligible Gifts.” Read both sections carefully before submitting a matching grant application.

#### The Foundation will not match:

- gifts used to support intercollegiate athletics, including gifts applied to athletic scholarships and gifts applied to physical facilities that are used for intercollegiate athletics;
- gifts that in themselves or in combination with Foundation matching grants lead to the donor’s receiving benefits of more than token value, such as tickets to athletic events or options to purchase such tickets;
- tuition or payments made in lieu of tuition;
- gifts for the private benefit of specified individuals;
- gifts to provide scholarships or financial aid to individuals designated by the donor or selected by anyone other than faculty or administrators of the institution;
- gifts for scholarships with terms and conditions less stringent than those used by the institution in awarding scholarships out of its general scholarship fund;
- gifts made in lieu of pledges, tithes, or other financial commitments to a church or other non-eligible institution;
- gifts made with funds given to the employee or retiree for donation purposes by any other individuals;
- gifts given to or through third-party organizations such as separately incorporated booster clubs, alumni associations, or foundations (with the exception of [1] the general-purpose foundations that exist at some publicly supported colleges and universities and [2] the three minority organizations eligible to participate in this program);

- gifts to support fraternities, sororities, or other social clubs whose membership is not open to all university students;
- gifts to support non-educational facilities located at universities (ex: hospitals, presidential libraries, etc.);
- bequests;
- charitable remainder trusts and other types of deferred gifts;
- gifts of real or personal property (other than cash or securities);
- class or other dues;
- subscription fees for publications;
- gifts in the form of premiums on insurance under which the institution is beneficiary;
- gifts to support college radio or television stations. (Such gifts may be eligible for matching under the Cultural Matching Gift Program.)

## **How To Do It**

### **Donor**

Fill out Section One of the matching gift application form (back page of this folder), including the “specific purpose designated for gift” line, and send this entire folder and your gift to the college, university, or eligible minority organization. (Gifts to the minority organizations should be sent only to the addresses indicated in the Eligible Institutions section of this folder.) A gift remains eligible for matching for twelve months after the date of the contribution. In calculating the \$7,500 annual ceiling on your matching gifts, we will assign each gift to the calendar year in which it was made.

### **Eligible Institution or Minority Organization**

When you receive the donor’s contribution and matching gift folder, please review the conditions of the program. (Please note that gifts for scholarships are NOT eligible for matching if [1] individuals other than institution faculty or administrators participate in selecting the recipient; [2] the scholarship is to be awarded to an acquaintance of the donor or to a member of the donor’s extended family; [3] participation in intercollegiate sports enters in to scholarship decisions; [4] the terms and conditions of the scholarship are less stringent than those normally used by the institution in awarding scholarships.)

If the gift meets the conditions of the ExxonMobil Foundation matching gift program, fill out Section

Two of the application form and send the application form to:

ExxonMobil Matching Gift Program  
P.O. Box 7288  
Princeton, NJ 08543-7288

### **Foundation**

After an initial review for eligibility, we will advise the donor of our receipt of the form and of our intention to issue a matching grant.

We issue matching gifts checks once a year. All eligible 2007 matching gift applications reaching us by March 1, 2008, will be matched in April 2008. Applications with gift dates in 2008 will be matched in April 2009 provided that the application is received by the Foundation by March 1, 2009.

### **Administration**

The matching gift program is regularly reviewed and may be changed, suspended, revoked, or terminated at any time.

The interpretation, application, and administration of the program shall be determined by the ExxonMobil Foundation, and our decision shall be final.

We reserve the right to audit institutional records and documents pertaining to this program and to request supporting donor documentation we consider necessary.

If a matching grant is at any time found to have been generated by an ineligible gift, we will expect the return of our grant funds.

We reserve the right to suspend from the program any institution we believe has violated matching gift program guidelines.

Questions regarding this program should be directed to:

ExxonMobil Matching Gift Program  
P.O. Box 7288  
Princeton, NJ 08543-7288

**Telephone (toll free): (877) 807-0204**  
**E-mail: [exxonmobil@easymatch.com](mailto:exxonmobil@easymatch.com)**

Electronic applications are available at:  
[www.easymatch.com/exxonmobil](http://www.easymatch.com/exxonmobil)

# ExxonMobil Foundation

## Educational Matching Gift Program 2008

P.O. Box 7288, Princeton, NJ 08543-7288

### Section One *To be completed by the employee, retiree, surviving spouse, or director. Please print or type.*

#### CONTRIBUTOR INFORMATION

Full Name \_\_\_\_\_ Personnel Number \_\_\_\_\_  
 Employee  Retiree  Surviving Spouse  Director

Home Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

#### Donor's affiliation with the college or university (*This information is required.*):

Received degree from/attended/attending:  Employee/Retiree  Spouse/Surviving Spouse  Child  Director  
Member of administration/faculty/governing board:  Employee/Retiree  Spouse/Surviving Spouse  Child  Director

Full name, including maiden name, of affiliated person \_\_\_\_\_

Full name of any relative (spouse, child, or grandchild) currently receiving financial aid from the institution \_\_\_\_\_

#### GIFT INFORMATION

Type of gift  Cash  Securities:\* Type of stock \_\_\_\_\_ Number of shares \_\_\_\_\_

Date of gift \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount of gift (\$20 min.) \$ \_\_\_\_\_ Name of company issuing stock \_\_\_\_\_

Amount of gift (write out) \_\_\_\_\_

Amount to be matched \_\_\_\_\_

College, university, or minority organization name \_\_\_\_\_

College, university, or minority organization city/state \_\_\_\_\_

Specific purpose or activity designated for college or university gift \_\_\_\_\_

\*The Foundation has standard procedures for valuing gifts of securities for matching purposes. In most cases, the Foundation's valuation is based on the mean of the highest and lowest quoted selling price of the security on the date of the gift.

#### CERTIFICATION BY THE CONTRIBUTOR

I certify that at the time of this gift I qualify as an eligible employee, retiree, surviving spouse, or director. I also certify that this gift is my personal contribution and that it meets all of the conditions stated in this folder, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept a benefit of more than nominal monetary value in return for or as a result of this gift or its matching by the Foundation. I understand that non-compliance with Program guidelines stated in this folder or falsification of data submitted on this application may result in disciplinary action by Exxon Mobil Corporation.

Signature of Contributor \_\_\_\_\_ Date \_\_\_\_\_

### Section Two *To be completed by the college, university, or minority organization.*

#### CERTIFICATION BY THE GIFT RECIPIENT

I certify that this gift was made by the individual named above and has been received by this institution or organization. I also certify this gift will be used for the maintenance and support of this institution or for the specified purposes of this minority organization within the limitations of the Foundation's matching program guidelines, this institution or organization has not provided and will not provide any benefit of more than nominal monetary value to the donor, to any member of the donor's family, or to any individual designated by the donor in return for or as a result of this gift or its matching by the Foundation, and any financial aid being provided to a relative of the donor is not related in any way to the donor's gift or to the Foundation's matching of that gift.

I further certify that this is (a) one of the minority organizations qualified for support by ExxonMobil Foundation or (b) a degree-granting college or university located in a state, district, territory, or possession of the United States, authorized to grant degrees by the governmental body empowered to confer such authorization, accredited or awarded pre-accreditation status by an accrediting agency recognized by the U.S. Department of Education, and an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

For gifts designated for scholarships, I further certify that (please check all that apply):

- No one but faculty or administrators of the institution participate in selecting scholarship recipients;
- The terms and conditions of the scholarship award are at least as restrictive as those used in awarding scholarships from our general scholarship fund;
- Participation in intercollegiate sports is not a criterion for eligibility; and
- Neither the donor nor any member of his or her extended family benefits from the scholarship.

Print name and title of authorized financial officer \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of authorized financial officer \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Gift Amount \_\_\_\_\_ Tax-Deductible Gift Amount \_\_\_\_\_ EIN # \_\_\_\_\_

Fax \_\_\_\_\_ Website Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_