



## Giving Incentives for Volunteer Efforts (GIVE) Program

### Giving Incentives for Volunteer Efforts (GIVE) Program Guidelines

#### Introduction

FBR's Giving Incentives for Volunteer Efforts (GIVE) Program provides the firm an opportunity to show its support for the volunteer activities of its employees. For every hour that an employee volunteers at an eligible not-for-profit organization, the FBR Charitable Foundation will donate \$20 to that organization up to 50 hours or \$1,000 per employee per calendar year.

#### GIVE Procedures

- Logon to <http://www.easymatch.com/fbr> and review program guidelines.
- Complete and submit your GIVE request using the online application.
- You will be sent an email message the following business day to confirm receipt of your request.
- FBR will review your GIVE request application to verify the eligibility of the organization and to confirm your volunteer service.
- Upon verification, your request is approved and will be processed in the next available payment cycle.
- GIVE requests are fulfilled quarterly.

#### Eligible Participants

All full-time employees of Friedman, Billings, Ramsey Group, Inc. are eligible. The executive team at FNLC is also eligible.

#### Eligible Organizations

Not-for-profit organizations that are recognized as tax-exempt under section 501(c)(3) or section 170(c) of the U.S. Internal Revenue Code and classified as public charities are eligible, including but not limited to the following:

- Community Development/Social Service---Housing and economic development, youth and family services, drug and alcohol abuse prevention, food distribution, health care, aged care and disabled care organizations
- Education---All accredited pre-school, primary, and elementary and secondary schools, colleges and universities and funds, foundations and associations whose mission is to support or benefit a qualifying educational institution as described above
- Arts and Culture---Arts and cultural organizations including public radio or broadcasting corporations, performing arts organizations, museums, historical and architectural preservation organizations, libraries, and literary societies including performing arts, music or art schools that provide performance or exhibits for the benefit of the general public
- Health and Hospitals---Accredited not-for-profit hospitals, hospices, clinics, nursing homes and other health care agencies including organizations providing medical research, medical care, support or education related to specific diseases or medical conditions
- Environment---Natural resource preservation, conservation and animal welfare organizations, zoos, botanical gardens and parks
- Religious – the non-catechetical work of churches or sectarian organizations including education, human services and care for senior citizens (but not to organizations pursuing a purely doctrinal program)

#### Ineligible Organizations

- Organizations that do not have a valid 501(c)(3) public charity status or section 170(c) status
- Churches and sectarian organizations for their catechetical purposes
- Organizations that discriminate with respect to membership or the provision of services or use of facilities
- Organizations that are not in full compliance with anti-terrorism, money-laundering or other criminal laws, including, without limitation, the USA Patriot Act
- Organizations that are controlled by, or a majority of whose senior executive or directorial positions are held by, employees, clients or customers of FBR, or their affiliates

#### Eligible Volunteer Service

Almost any kind of volunteer service is eligible for the GIVE program. Examples of employee service that have qualified

in the past include:

- Serving meals at a shelter or soup kitchen
- Tutoring at-risk youngsters
- Reading to children
- Mentoring students
- Serving as a volunteer at a hospital or nursing home
- Participating in a project to build low-income housing
- Cleaning up a park or other public facility
- Serving on a Board or other volunteer committee

#### **Ineligible Volunteer Service**

- Event attendance, unless you are working at the event as a volunteer
- Volunteer service by a spouse, child or other relative

#### **Administration**

The interpretation, application and administration of the FBR GIVE Program, which may be changed, suspended, revoked or terminated at any time, shall be determined in the sole and absolute discretion and judgment of the officers of the GIVE Program, and their decisions shall be final. FBR Charitable Foundation reserves the right to audit institutional records and documents pertaining to this program and to request supporting documentation from the employee and/or the organization if considered necessary. If at any time a GIVE donation is found to have been ineligible contribution, the GIVE Program will expect the return of the gift from the recipient organization.

Please call (866) 746-8002 or email [fbr@easymatch.com](mailto:fbr@easymatch.com) if you have any questions.