

Gap Foundation Gap Giving Guidelines

(forms can be completed electronically)

We believe in working together throughout the year to make a difference in our communities. To support this commitment, Gap Foundation's Gift Match Program matches—dollar for dollar—your contributions to the charitable organizations of your choice, year-round. Additionally, through Money for Time, Gap Foundation is making giving time and money even easier—and more rewarding—than ever before.

Who can participate?

All full-time and part-time Gap Inc. employees in the United States and Canada are eligible to participate in the Gift Match and Money for Time Programs.

How does Gift Match work?

Gap Foundation will match your contributions—dollar for dollar—up to the following annual limits:

Part-time	\$1,000
Full-time	\$2,500
Directors-VP's	\$5,000
SVP's and above	\$10,000

There's a \$25 minimum per match.

How does Money for Time work?

When you give 15 hours of your personal time at the same organization, Gap Foundation will give \$150 to that organization. Matching dollars will be deducted from your annual maximum (see above). Please note that hours volunteered through Gap Inc.'s "Take Five" program do not qualify.

What types of organizations are eligible?

The nonprofit organizations must be public charities that have tax-exempt status under section 501(c)(3) of the Internal Revenue Code and have full-time, paid professional management. Elementary and secondary schools, two- and four-year colleges, universities, vocational and technical schools in the United States and Canada are also eligible.

What organizations aren't eligible?

Gap Foundation can't match donations to the following:

- Political organizations
- Religious organizations, except those with a social service program that operates separately from the church. The program must have its own tax-exempt status under sections 501(c)(3) of the Internal Revenue Code and must have its own mission statement and Board of Directors.
- Organizations that discriminate

How do I get my contribution of money and/or time matched?

It's easy. Just follow three simple steps:

1. Fill out Section A of the Gift Match/Money for Time Application on the reverse side of this form.
2. Mail the entire form directly to the organization of your choice, along with your gift. If you are applying for Money for Time, mail the form directly to the organization where you volunteer.
3. The organization completes Section B of the form and sends it to the Gap Foundation Gap Giving programs processing office in New Jersey.

The form must be submitted within 90 days of your contribution and/or volunteer service to be eligible for the match.

Gifts are matched quarterly.

For more information:

Call: 1-888-GAPGIVE (1-888-427-4483)

Email: gapgive@easymatch.com

Or write to:

Gap Foundation Gap Giving Program

P.O. Box 7396

Princeton, NJ 08543-7396

Gift Match/Money for Time Application

Using the Gap Foundation Gift Match and Money for Time Programs is easy. Just fill out Section A of this form. Mail the entire form, along with your gift, directly to the organization of your choice. The organization will complete section B of the form and send it to the Gap Foundation Gap Giving Program (please see below for address). **NOTE: FORM MUST BE RECEIVED BY THE GAP FOUNDATION GAP GIVING PROGRAM WITHIN 90 DAYS FROM DATE OF GIFT TO BE ELIGIBLE FOR MATCH.**

Section A (to be completed by employee)

Last Name First Name Middle Initial

Employee ID

Daytime telephone

Email address (work or home)

Home address

City, state, zip

Department/location

Division/store #

Full name of recipient organization

Gift Match (if donating cash)

Date of Gift _____ Amount of Gift _____

If you would like your gift to reference the name of an individual other than yourself, please indicate his/her name: _____

Money for Time (if matching volunteer hours)

Contact person at recipient organization

of hours volunteered (one form for every 15 hours)/Dates volunteered

Board Service

(Corporate: Senior Directors and above
Field: Regional Directors and above)

_____ Amount you want Gap Foundation to contribute to this organization for whom you serve as a board member.

_____ If you are on the board for this organization, when did you start your service?

Please check one of the following:

- I hereby certify that I have read the Gap Foundation Gap Giving Program guidelines, and that this gift match or board service is fully eligible, does not represent payment of tuition or a payment in lieu of tuition, does not represent a payment directly or indirectly for goods or services and does not satisfy a personal obligation.
- I hereby certify that I have read the Gap Foundation Money for Time Program guidelines, and that the volunteer service described above is eligible and took place during personal time.

Signature

Date

**Mail this form directly to the recipient organization.
Do not send it to Gap Foundation.**

Section B (to be completed by recipient organization)

Please provide all of the following information:

Organization name, as listed on 501(c)(3) determination letter or equivalent

Street Address

City, state, zip

Federal tax ID

Contact name

Telephone

Email address

Fax number

Amount of gift

Tax deductible amount

Date received

OR

of hours volunteered

Dates volunteered

I hereby certify that:

- We have received the gift or volunteer service described in Section A;
- This organization is a tax-exempt public charity as described in section 501(c)(3) of the Internal Revenue Code, or is a state or local government agency and the gift will be used exclusively for public purposes;
- This organization has full-time, paid professional management;
- This organization doesn't discriminate or participate in exclusionary practices

Organization staff signature

Recipient organization should send completed form to:

Gap Foundation Gap Giving Program
P.O. Box 7396
Princeton, NJ 08543-7396

NOTE: FORM MUST BE RECEIVED BY GAP FOUNDATION GAP GIVING PROGRAM WITHIN 90 DAYS FROM DATE OF GIFT OR LAST VOLUNTEER DATE TO BE ELIGIBLE FOR MATCH.