

Guest: January 16, 2007



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## Program Guidelines

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GIVE is GlaxoSmithKline's Investment in Volunteer Excellence, a program designed to enhance the support that GlaxoSmithKline (GSK) employees and their spouses/domestic partners give to their favorite nonprofit organizations. The company awards \$500 to qualifying nonprofit organizations for 50 or more hours of volunteer time donated by regular GSK employees or their spouses/domestic partners in a calendar year. The organizations benefit twice: your valuable time and a financial contribution from the company in your name. Through GIVE, GSK rewards your excellence in volunteering.

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### Who Can Participate?

1. Regular, full-time or part-time US employees and their spouses/domestic partners. Part time is defined as 20 hours minimum per week. NOTE: Volunteer activity prior to GSK employment date does not qualify as eligible volunteer hours under GSK's GIVE program.
2. Employees (or spouses/domestic partners) who have volunteered 50 or more hours of time to a qualifying nonprofit organization in a calendar year. Employees and spouses/domestic partners cannot combine hours to equal 50. The volunteer hours must be separate.

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### Which Nonprofits Are Eligible?

1. Nonprofit organizations recognized by the Internal Revenue Service (IRS) as tax-exempt and designated as a public charity under Section 501(c)(3) of the IRS Code or a public school designated as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code. Private schools must be accredited.

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### Which Nonprofits Are NOT Eligible?

1. Contributions WILL NOT BE MADE to political, religious, fraternal, hobby-oriented (e.g., amateur radio), profit-making, discriminatory, or tax-subsidized organizations.

- Contributions WILL NOT BE MADE to organizations that use a fiscal agent. Eligible organizations must be named on the IRS 501(c)(3) letter of determination.

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#### How Do I Apply?

- When you have completed 50 hours of volunteer service within a calendar year (Jan. 1 – Dec. 31), you then have 30 days to go to the GIVE web site, complete the application, and submit it. The web address is <http://www.easygive.com/gsk>.
- You can submit the application electronically or you may print the completed application and send it by mail to GlaxoSmithKline GIVE Program PO Box 7185 Princeton, NJ 08543-7185
- If this is the first time the organization you volunteer for is receiving a GSK GIVE grant, submit a copy of the IRS 501(c)(3) letter of determination and a brief description of the organization's primary mission statement or purpose. You can acquire this information from the nonprofit organization for which you volunteer.
- For public schools that do not have 501(c)(3) status but are an instrumentality of a federal, state, or local government as provided by Section 170(c)(1) of the Code, you must submit a letter from the school on school stationery. The letter must state that the organization is a public school, and it must list the school's Federal Tax ID Number. The chief financial officer or head of the school (e.g., principal) must sign the letter.

**Note:** If you are required to provide accompanying documentation with your application, such as a 501(C)(3) letter of determination, the organization's mission, or documentation from a school, mail the application together with the required documents to the GSK GIVE program at the above address.

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#### When Is My Grant Request Paid?

- Generally, eligible requests are paid after the end of each quarter. For example, if you submit your form by the end of March, the check will be processed in April and mailed in May. The check is sent directly to the nonprofit organization that you designate and that holds the 501(c)(3) letter of determination. **This process is subject to change without notice.**

**NOTE:** Due to scheduled cut-off dates at year-end in the GSK finance department, fourth-quarter applications must be received at the GSK GIVE administration office in New Jersey by November 30 in order to receive credit for that calendar year. This deadline includes electronic and US mail submissions. Late or incomplete applications will be credited and processed in the next calendar year.

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#### Additional Information

1. The GIVE program administration office reviews all applications for accuracy and eligibility. Incomplete forms may delay processing. This includes required documentation related to the IRS status of the organization.
2. GIVE hours must be completed during personal time and not during an employee's GSK work hours.
3. Some possible examples of eligible 501(c)(3) organizations are schools, American Lung Association, American Cancer Society, Hospice, and Habitat for Humanity.
4. The organization's use of the grant money is unrestricted by GSK. If the volunteer wants to suggest/request how the funds are to be used, he/she must deal directly with the nonprofit. GSK does not get involved with the allocation of funds after the designated 501(c)(3) organization or school has received the check.
5. Each calendar year, GSK will contribute to a maximum of two different nonprofits for an eligible employee and two different nonprofits for an eligible spouse/domestic partner, provided that all other requirements are met.
6. Nonprofit organizations are eligible for GIVE grants from an unlimited number of GSK volunteers (employee or spouse/domestic partner).
7. Volunteer time does not include training for or participating in events such as walks, marathons, bike races, golfing, or other similar activities.
8. The JK Group administers the GIVE web site and help line for GSK. For additional assistance, please call the GSK GIVE help and information line at 1-866-303-6366, or visit the website at <http://www.easygive.com/gsk>

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Thank you for your volunteer efforts.

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