

## **MATCHING GIFTS** (Section 5.32)

The Haas, Jr. Fund matching gifts program was established to support the interests and charitable concerns of the staff, and to recognize and encourage personal philanthropy. The program provides a two-to-one match for every dollar an eligible employee contributes, from a minimum employee contribution of \$25 to a maximum of \$5,000 (with a maximum HJF match of \$10,000).

Consistent with our grantmaking program, organizations which discriminate against a person or group on the basis of age, political affiliation, race, national origin, ethnicity, gender, disability, sexual orientation or religious beliefs are not eligible for matching gifts. However, organizations that target individuals or groups who have been subject to economic, social, political or other forms of discrimination are eligible.

The types of organizations that are eligible for the Fund's matching gifts programs include:

- Nonprofit community organization recognized by the IRS as tax-exempt under sections 501(3) or 509(a),
- Organizations recognized by the IRS as tax-exempt under sections 501(3) or 509(a) which have programs that are open to and used by a cross section of the community. For example, a church's childcare center which is available and actually used by the general public could be eligible for a matching gift, and
- Educational institutions such as elementary or high school, two or four-year accredited colleges, universities, graduate schools and accredited U.S. vocational/ technical schools.
- Youth athletic programs, such as little leagues are usually eligible,

The Fund is unable to match gifts to:

- Religious, fraternal, or political organizations,
- College or university athletic programs or funds.
- Non-cash gifts such as furniture, works of art, stocks or bonds,
- Pledges, the Fund will match only the actual cash you pledge at your time of payment,
- Gifts used for membership dues or tuition fees, and
- Gifts that are not outright charitable donations such as tickets to a performance or cultural events.

Please note that, consistent with our conflict of interest policy, the Fund also cannot provide a matching gift to any staff member's contribution to an otherwise eligible organization if, in doing so, the staff member or his/her family member would derive a direct personal benefit or preferential treatment from the organization.

Full-time and part-time employees who work at least 30 and less than 37.5 hours per week may participate in the matching gifts program after completing one year of service.

Eligible employees can request up to 10 gifts matched per calendar year. The total amount of all employee gifts cannot exceed \$5,000.

You can apply for matching gifts throughout the year; the application deadline is December 1. Applications received after December 1 of each year will count toward the following year's eligibility.

If you have questions about matching gifts, please check with the Vice President of Finance or Human Resources. The matching gifts application form and instructions are located in Outlook/HJF information and are available from Human Resources.