

MATCHING GIFT PLAN for Elementary and Secondary Education

Halliburton Foundation, Inc.

10200 Bellaire Blvd.

Houston, Texas 77072-5206

What does the matching gift plan offer?

The Halliburton Foundation Matching Gift Plan matches your contribution on a 2.25:1 basis, provided all eligibility requirements are met.

Am I eligible?

You are eligible if you are a regular full-time employee or a retired employee (retired for five years or less) of Halliburton or any of its U.S. subsidiaries or divisions that contribute to the Foundation. At the time of your contribution, you must have completed at least one full year of employment. (There is no continuous service requirement.) Outside directors and retired directors of Halliburton also are eligible.

What kinds of donations qualify for matching funds?

Halliburton Foundation will consider matching donations to accredited U.S. colleges, universities or junior colleges. Institution-affiliated funds, foundations or associations may also be eligible if they directly support the Foundation's primary educational objectives. (An institution may be asked to certify its Internal Revenue Service 501(c)(3) tax status and use of funds.)

What types of donations may be eligible?

Donations must be personal gifts of cash or securities made directly to an eligible institution. The value of securities will be determined based on the closing price per share on the date the gift is made (date listed on line 8, part A).

Contributions made by eligible donors to all qualifying elementary and secondary education facilities are limited to a total of \$500 (including cash and securities) per calendar year.

The Foundation does not match any unpaid portion of a pledged gift. If you pay a pledge in installments of \$50 or more, you must submit a matching gift request with each payment. Your gift may be designated; however, to be considered for matching by the Foundation, a designation must not be in any of the categories listed below as ineligible. Additionally, any designation must:

- Be affiliated with an otherwise eligible institution
- Be under the direct control of that institution
- Be aligned with that institution's primary educational objectives and,
- Be covered by that institution's 501(c)(3) tax-exempt status or have its own.

What kinds of donations are not eligible?

Ineligible contributions (or designations) include but are not limited to the following:

- Gifts which result in a benefit to the donor
- Gifts to organizations not related to education
- Gifts to organizations for capital improvements
- Gifts fulfilling a church-related financial commitment
- Gifts for religious groups or events
- Gifts for athletics (exception is gifts to athletic scholarships)
- Gifts to social fraternities or social sororities
- Gifts for extracurricular or social groups or events
- Dues or social activity fees for alumni associations
- Gifts to support groups such as PTA or alumni associations (Exceptions may be made when such group has the only legal authority to accept contributions on behalf of an eligible institution.)
- In-kind gifts (e.g., value of personal property or services donated)
- Gifts made by a spouse or the surviving spouse of an eligible donor
- Subscription fees for publications
- Payments in lieu of tuition, books or other student fees.

How do I request matching funds?

Eligible donors should complete Part A of the Matching Gift application form and then send the form and this guidelines page to the institution with their contribution. The institution's Matching Gift Officer should complete Part B and mail the completed form to: Halliburton Foundation, Inc., 10200 Bellaire Blvd. Houston, Texas 77072-5206.

The Foundation will verify the information provided and confirm eligibility. The Foundation will then authorize a matching gift. Matching gift checks are processed year-round.

Additional application forms are available from the Halliburton Foundation office or can be downloaded from *HalWorld* at the following link: http://halworld.corp.halliburton.com/youand/youand_hfi/youand_hfi_matching.asp

The Halliburton Foundation Matching Gift Plan is administered by the Trustees of the Halliburton Foundation, Inc. and may be amended or discontinued at any time by the Trustees. No individual or qualified institution shall have any right against the Foundation by reason of the Foundation's failure to match a gift or the suspension, change, revocation or termination of this Plan. The interpretation, application and administration of this Plan shall be determined by the Trustees of the Foundation, and their decisions with respect to such matters are final. The Foundation reserves the right to decline any Matching Gift application.

MATCHING GIFT PLAN for Elementary and Secondary Education

Halliburton Foundation, Inc.

10200 Bellaire Blvd.

Houston, Texas 77072-5206

Carefully read the plan guidelines before completing the information requested below. Type or print legibly.

Part A - To be completed by an eligible employee, retiree or outside director. Answer all questions. Not answering a question may delay processing your request. Mail this form with your donation to the eligible institution. Read page two for donations that are not eligible.

- 1) Name: _____
Last First Middle
- 2) Status: Employee Retiree (Date: _____)
 Outside Director
- 3) Employee SAP ID Number: _____
- 4) Date of Hire: _____
- 5) Home Address: _____
City, State, Zip _____

GIFT INFORMATION:

- 6) Institution Receiving Gift: _____
- 7) Exact Date of Gift (MO/DAY/YR): _____
- 8) Form of Gift: (A) Cash or Check \$ _____ (**\$25 minimum**)
(B) _____ Shares of _____
- Closing Price Per Share on Date of Gift: \$ _____
- Source of Closing Price: _____
- 9) The Gift is: Undesignated
 Designated for: _____

Note: Designation must comply with the requirements listed under *Eligible Contributions and Ineligible Contributions* in the plan guidelines. If you are unsure whether your designation complies, check with the institution.

I certify that I have read the plan guidelines and that my gift fully complies with all the provisions of this plan. I also certify that in no way does this gift benefit me, members of my family or any other person(s) designated by me.

Eligible Donor's Signature: _____

Part B - To be completed by the institution's Matching Gift Officer. Be sure to answer questions 1-11 below. Not answering a question may delay processing of this request.

- 1) Matching Gift Officer: _____
- 2) Title: _____
- 3) Institution: _____
- 4) Mailing Address: _____
City, State, Zip _____
- 5) E-mail address: _____
- 6) Phone number: _____
- 7) Tax ID number (EIN): _____

CONFIRMATION:

- 8) Date Gift Was Received (MO/DAY/YR): _____
- 9) Form of Gift: (A) Cash or Check \$ _____ (**\$25 minimum**)
(B) _____ Shares of _____
- 10) Did the donor designate this gift? Yes No
- 11) If the donor designated this gift, the questions below **must be answered** even if the designation is an unrestricted account.
- (A) Does the designation comply with all the requirements in the *Eligible Contributions* section of the plan guidelines?
 Yes
 No - With which requirement(s) does it not comply? _____
- (B) Does the designation fall under any of the categories in the *Ineligible Contributions* section of the plan guidelines?
 Yes - Which category(ies): _____
 No

I certify that I have read the plan guidelines provided in this brochure and that the gift fully complies with all the provisions of this plan. I also certify that the information submitted is correct and that I am the individual officially authorized to sign matching gift forms for this institution.

Matching Gift Officer's Signature: _____