

THE HEIDRICK & STRUGGLES FOUNDATION

U.S. – Matching Gifts Program Guidelines – 2008

Heidrick & Struggles' Matching Gifts Program is an integral part of The Heidrick & Struggles Foundation (the "Foundation"). It is designed to encourage and support our employees to be active in charitable giving. The Foundation embraces the diversity of our employees by helping to fund organizations supported by employee's monetary donations to a broad spectrum of the communities they serve.

Eligibility

The Foundation will support U.S.-based charitable organizations that are registered, tax-exempt non-profit charities as specified under Section 501(c)(3) of the Internal Revenue Code, as amended from time to time.

Eligible organizations include, but are not limited to, private and public elementary and secondary schools, colleges and universities, community-based educational programs, performing and visual arts, protection of animals or preservation of wildlife, historical and cultural preservation activities, public libraries and human services agencies.

PLEASE NOTE: The Foundation will only process and match gifts to religious organizations when (1) the gift is designated to an ongoing secular community service program open to all persons regardless of faith and (2) SUCH participation in the community service program does not subject the participant to indoctrination in a specific faith. These programs must have a formal mission and separate program budget from that of the religious organization. Further, the benefits of this gift must not be limited exclusively to the organization's members. Examples of programs in this category may include homelessness projects, food banks, and literacy programs that may be operated by a religious institution.

Eligible Participants

All full-time and part-time employees of Heidrick & Struggles are encouraged to participate in this program. You must be an employee of Heidrick & Struggles at the time the match is made.

Ineligible Gifts

- Private foundations
- Political organizations
- Payments for which donors, their families, or other individuals designated by donor receive a direct benefit
- School tuition
- Payments specified as dues
- Cumulative gifts from several individuals reported as one contribution
- Multiyear projects
- Volunteer service for an appointed or elected government board
- Fund-raising sponsorships, fund-raising event tickets and/or dinners
- Subscription fees for publications
- Funds intended for use to meet individual pledges
- Religious organizations (see exceptions noted in paragraph above)

Matching Limits

The Foundation will match gifts on a 1:1 basis. The available funds for matching gifts will be awarded three times annually. If more requests are received than funds are available, the match may be less than 1:1.

2008 FUNDING DATES

<u>Period</u>	<u>Applications Due By</u>	<u>Award Date</u>
1 st Funding Period	March 31st	May 15th
2 nd Funding Period	July 31st	September 15th
3 rd Funding Period	November 30th	January 15th

All decisions made by the Matching Gifts Committee are final. The Committee may not approve all requests.

The minimum contribution matched is \$25 and the maximum is \$500. Employees may submit up to two (2) requests per funding period and the combined maximum total match available is \$1,000 per employee per year. First time applicant requests will take priority over multiple gifts by the same donor.

Gifts must be made in the last six (6) months to qualify for a matching gift.

Application Process

1. Heidrick & Struggles employee completes the Employee Section (Part A) of the Matching Gifts Program form. Employee then sends the form along with a check, copy of a credit card statement with donation highlighted, or receipt of donation to the eligible recipient organization.
2. Recipient organization completes Part B of the form and returns it along with the IRS Form 501(c)(3) determination letter and verification of donation to the address shown at the bottom of the form.
3. The Committee determines the eligibility and, if approved, forwards the form for check processing. Checks are sent directly to the qualifying organization.

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE THAT THE APPLICATION WILL BE APPROVED OR FUNDED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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Part A – Employee Instructions Section

Instructions: Complete Part A and send it with your contribution to the nonprofit organization. (If the gift is made via credit card, a credit card receipt or copy of your credit card statement showing the charge must accompany this form.) Completed forms must be received within six (6) months of the date of gift.

EMPLOYEE NAME

EMPLOYEE HOME ADDRESS

CITY/STATE/ZIP

H&S OFFICE AND TELEPHONE, INCLUDING AREA CODE

DATE OF GIFT

\$ _____ \$ _____
AMOUNT OF GIFT AMOUNT TO BE MATCHED

I hereby certify that:

Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution.

I authorize the above-named recipient organization to report this gift to The Heidrick & Struggles Foundation for the purpose of applying for a matching gift.

Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions and will subject me to disciplinary action by Heidrick & Struggles.

I have not been nor will be reimbursed by anyone for this contribution.

I have read and understand the Heidrick & Struggles' Matching Gifts Program Guidelines.

SIGNATURE OF EMPLOYEE

DATE

**Completed forms must be received within six (6) months of the date of gift. Incomplete forms will delay processing and not be considered.*

Mail or fax completed form and required enclosures to:

Kenn Ashley (kashley@heidrick.com)
Matching Gifts Program
The Heidrick & Struggles Foundation
233 South Wacker Drive, Suite 4200
Chicago, IL 60606

Part B – Recipient Organization Section

Instructions: Verify receipt of gift. Complete and send this form along with a copy of your **IRS FORM 501(c)(3) verification letter** and **proof of applicant's donation** to the address below. Completed forms must be received within six (6) months of the date of gift.

PLEASE PRINT OR TYPE INFORMATION

EMPLOYER IDENTIFICATION NUMBER (EIN)

ORGANIZATION NAME

ADDRESS

CITY/STATE/ZIP CODE

TELEPHONE NUMBER

E-MAIL & WEBSITE ADDRESS

\$ _____
AMOUNT OF GIFT AND DATE GIFT WAS RECEIVED

I hereby certify that:

Neither the donor nor The Heidrick & Struggles Foundation will derive any personal material benefit from this gift or match.

This organization is in full compliance with all aspects of the USA Patriot Act. In addition, by countersigning this Matching Gift application, I agree that this organization will not promote or engage in violence, terrorism, bigotry or the destruction of any state, nor will it make sub-grants to any entity that engages in these activities.

I am authorized to attest to the above statements and have sufficient knowledge to do so.

PLEASE PRINT OR TYPE INFORMATION

AUTHORIZED OFFICER'S NAME AND TITLE

SIGNATURE OF AUTHORIZED OFFICER DATE

FAX Number: 312 496-1686