

 **Kimberly-Clark Foundation, Inc.**
MATCHING GIFTS PROGRAM GUIDELINES

The Kimberly-Clark Foundation Matching Gifts program makes it easy to double the impact of your charitable gift. The Foundation will match employees' and directors' financial contributions to qualified educational and charitable organizations in the U.S. on a dollar-for-dollar basis, up to \$10,000 per person each calendar year.

How does the program work?

- 1) Make a contribution in the form of an unrestricted financial gift to a qualified charitable organization.
- 2) Submit an online Matching Gifts application at www.givingprograms.com/kcc within one year of the contribution date.
- 3) The Kimberly-Clark Foundation will verify that your contribution was received by the organization.
- 4) The Kimberly-Clark Foundation will pay the matching gift directly to the organization during the next regularly scheduled quarterly payout.
- 5) When the gift is paid, you will receive notification via mail or email. (Log in to your account on the Matching Gifts website and click on 'My Account' to view your notification options.)

Who is eligible to participate?

Regular full-time employees of Kimberly-Clark Corporation and its U.S. subsidiaries, as well as members of Kimberly-Clark's board of directors.

What organizations are eligible?

- Tax-exempt U.S. charitable organizations granted 501(c)(3) status by the Internal Revenue Service.
- Boy Scout and Girl Scout Troops sponsored by a 501(c)(3), 501(c)(4) or 501(c)(8) organization.
- Preschools and day care facilities that have 501(c)(3) status or are part of an eligible K-12 school.
- Public, parochial or private K-12 schools.
- Four-year colleges and universities, two-year junior and community colleges, and graduate or professional schools.
- Vocational and technical institutions accredited by a recognized regional or professional accrediting agency.

What contributions qualify for a match?

- Contributions of at least \$50 paid (not merely pledged) in a single gift to a single charitable organization.
- Donations made in the form of a check, credit card transaction or marketable securities. The value of any securities will be determined by the Foundation, using the average of the high and the low stock price on the date the stock was transferred to the charitable organization.
- The tax-deductible portion of the contribution.

What contributions do not qualify for a match?

- Gifts or pledges collected from another person or pooled from a group of people.
- Tuition payments or “gifts” that otherwise reduce required tuition.
- Cost of raffle tickets.
- Funds collected from sales of fundraising items such as calendars, candy bars, wrapping paper, etc.
- Dues, registration or membership fees for a sports team or league.
- Tickets to athletic events.
- Subscription fees for publications.
- Fees for any service.
- Contributions for religious or political purposes.
- Gifts to fraternities and sororities.
- Gifts of real estate or personal property.
- Insurance premium payments.
- Life income trust arrangements.
- Donations to private foundations.
- Bequests.
- Loans taken from an organization to be contributed back to that or another organization.

Matching Gifts are awarded as unrestricted donations.

The Kimberly-Clark Foundation reserves the right to determine whether a contribution will be matched and will conduct periodic audits of applications and grants to ensure compliance with program guidelines. Therefore, any decisions made by the Foundation with respect to the consideration of applications and/or the enforcement of program guidelines are final and binding, not subject to any appeal or review.

For questions, please call or email:

Matching Gifts Center
Kimberly-Clark Foundation
P.O. Box 9002
Stuart, FL 34995
Phone: (888) 744-5638
kccmail@givingprograms.com