Matching Gifts Policy

POLICY: LCG encourages community goodwill and charitable contributions, and may provide matching gifts to eligible employees towards personal charitable giving to accredited non-profit 501c3 organizations. This program is designed to give encouragement and assistance to these accredited and qualified institutions.

PROCEDURES:

A. Employee Eligibility

1. LCG may match eligible charitable contributions for any salaried, regular employee with six continuous months of service towards any 501c3 accredited organization.

B. Eligible Gifts

1. The minimum personal contribution that will be matched in one calendar year is $25.00, and the maximum contribution that will be matched in one calendar year is $500.00;

2. Gifts must be LCG employee contributions made (not merely pledged), and must be in the form of credit card for on-line donations, check or money order;

3. Gifts must be made to organizations which are recognized as tax-exempt under Section 501 (c) (3) of the Internal Revenue Code and are not "private foundations" as defined under Section 509 (a);

C. Ineligible Gifts

a) Non-cash gifts, real or personal property or volunteering your time and services;

b) Monetary gifts paid through a third party;

c) Dues or gifts to Alumni groups that are not distributed to the higher education institution; or payments that cover the cost of services, tuition, books or student fees;

d) Gifts to booster clubs, religious organizations, individuals, sororities, or fraternities; personal businesses or ticket or merchandise purchases are not considered eligible contributions.

D. Requests for LCG Matching Gifts

LCG's Matching Gifts Application

1. Make your personal contribution to the qualified organization.

2. Complete the attached Matching Gifts Form and submit to the LCG Human Resources Department, which will coordinate the matching contribution to the charity;

3. In the event that LCG decides to make a matching gift, it will then make a charitable contribution in the same amount as the employee's donation up to and including $500.00 per calendar year to the qualified 501c3 organization, hospital, arts or cultural institution, educational establishment, or other qualified organization;

4. All contributions made by you and matched by LCG will remain confidential unless you expressly permit publicity of your contributions.

E. Other Conditions for the Matching Gifts Program

1. LCG reserves the right at any time to determine whether or not a gift may be matched, and to change or terminate the Matching Gifts Program without notice;

2. If the employee does not abide by the above conditions, LCG will deduct any monies due to the organization from subsequent paychecks.

LCG's Matching Gifts Application

Employee Information	
Full Name:	Employee ID:
Home Address:	Email Address:
Business Phone	Division/Department:

Gift Information	
Form of Gift (Cash/Check/Credit Card):	Gift Amount:
Date of Gift:	

Recipient Institution Information	
Name & Address of Institution:	Name of Specific Department/Foundation, and/or Fund:

I hereby certify that I have read the guidelines set forth by LCG's Matching Gift Policy and that this contribution is fully eligible under LCG's guidelines and does not represent a payment directly or indirectly for services.

Signature of Employee: _____

Date: _____

Attach Donation/Gift Receipt Information & Submit this Form & the Receipt to HR.

HR Signature and Date: _____