Levi Strauss Foundation and Levi Strauss & Co. Leadership Contribution Program

The Leadership Contribution Program (LCP) supports the community involvement efforts of LS&CO. and LSF leadership. Through the program, your personal gifts to nonprofit organizations of cash, stock or securities will be matched on a one-to-one basis. In addition, community service grants will be made to nonprofit organizations where you are an active volunteer or serve as a board member.

Who is eligible?

The Levi Strauss & Co. Worldwide Leadership Team, Levi Strauss & Co. Board of Directors and Levi Strauss Foundation Board members.

How much is available?

A total of $7,500 per year is available (January 1st – December 31st). You may request grants to multiple organizations or award the entire sum to a single organization. You can also choose to divide the $7,500 across both the matching gift and community service grant programs.

How do I apply?

To create a more efficient process, we recently launched a new web-based tool (CyberGrants) that allows you to record and track all their community engagement activities from matching a gift to participating in on a non-profit Board of Directors.

To apply for a LCP matching gift or community service grant login to CyberGrants at:

www.cybergrants.com/levi/levi_employee_login

Once logged in please follow these instructions:

1. Enter your Employee ID – which we have provided for you on the cover page of this email.

2. If you have never logged into this system before use the password **levi501**. If you would like to change your password click onto "Need Support?" and email our web provider and they will reset your password for you and send it to you in an email.

3. This will take you into the Levi Strauss Foundation Giving Guidelines. Read through and click onto *"I accept"* at the bottom of the page. This page will only appear the first time you log in. After that it will appear as a link at the bottom of your home page.

4. This will take you into your personal home page where your name will appear at the top left side of the page.

5. To register a matching gift or volunteer hours **follow the directions** (points 1 through 5) under ***"Organization Search."***

6. Once you have entered your information under the "Organization Search" page this will take you to *"Organization Search Criteria"* page. **Select** your organization.

7. When you click onto **select** it will take you to the "Donor Matching Gift Information" page.

   - **Matching Gift**: Here you will fill in the Gift Date, Total Amount Given and Designation (optional). When completed click onto **save and proceed**.

- **Volunteer Hours**: Here you will fill in the Hours Volunteered (there is no hour minimum for LCP members), Volunteer Start date and Volunteer End Date. Please designate the amount of dollars in the optional "designation" box. Even though this is an optional field you **must fill this out**. Otherwise the entire remaining amount of your $7500 will be sent to the organization in which you are registering. When completed click onto **save and proceed**

8. You will now enter the "Review Information" screen. This gives you a chance to review your information before you submit it. You must now click onto the **submit** button.

9. Your final screen "Submission Successful" will appear next. You have completed registering your gift, the system will instruct you to **print a receipt for CHARITY** which you **will mail directly to the non-profit organization** with your contribution. You should also print the screen as a receipt for your records.

10. The receipt will ask the nonprofit organization to verify your gift or volunteer hours, agree to our non-discrimination policy and consent to the vetting process required by the U.S. Patriot Act. Once this step is complete, the grant will be made.

Please note that the checks will be mailed out on the following pay out schedule:

Jan - March 31	**Donation**	**PayOut**	**May**
April - June 30	**Donation**	**PayOut**	**August**
July - Sept 30	**Donation**	**PayOut**	**November**
Oct - Dec 1	**Donation**	**PayOut**	**February**

If you have any questions contact Mychelle Turner in Community Affairs, at 415-501-3388 or mturner@levi.com

Are there any deadlines?

Matching gift and/or community service grant applications must be entered in to CyberGrants by December 31st. Applications received after December 31st will not be eligible for that year.

What organizations are eligible?

- Nonprofit/non-governmental organizations or government agencies are eligible. In the U.S., they must be public, tax-exempt charities under Sections 501c3 and 509a of the Internal Revenue Code.

- Public and private schools in the United States -- including elementary, secondary, accredited two-year and four-year colleges, universities, vocational and technical schools.

- Organizations which operate in accordance with the Foundation's non-discrimination policy.

What organizations are not eligible?

- Religious (that do not have a human service program for the general public), fraternal or political organizations are not eligible.

- College or university athletic programs or funds are not eligible; however youth athletic programs such as Little League usually are eligible.