

**MAGNA CARTA FOUNDATION**  
**MATCHING GIFT PROGRAM**  
Administrative Guidelines  
Revised July 1, 2010

**Purpose**

The primary purpose of the Magna Carta Foundation is to support Magna Carta Companies efforts to contribute and support the communities in which it operates. Further, the Foundation encourages Magna Carta Companies' employees to make their own contributions to charitable causes through the matching gift program.

**General Guidelines**

**Donor Eligibility**

- All full time employees and directors of Magna Carta Companies with at least one year of service are eligible to participate.

**Gift Eligibility**

- Gifts may take the following form:
  - Cash
  - Check
  - Securities (Valuation based on the average price of the stock on the date of the gift.)
- Contributions must meet the following criteria:
  - The gift must be a completed gift; not merely a pledge, made directly to an approved institution.
  - The gift must be a purely charitable donation that is, made without any expectation of personal benefit to the donor, donor's family or anyone designated by the donor in return for or as a result of the contributions and/or the company's matching of the contribution.
  - The gift must be a personal contribution of the donor, not a contribution made with funds provided to the donor in whole or in part for donation purposes by other individuals, groups or organizations.
  - The recipient must be recognized by the Internal Revenue Service as a publicly supported charity tax-exempt institution (under Section 501(c)(3) and 509(a) of the Internal Revenue Code), contributions to which are deductible for income tax purposes (See "Eligible Institutions").

**Eligible Institutions**

- All organizations which meet the definition of Section 501 (c)(3) and 509(a) of the Internal Revenue Code. They may include, but are not limited to, the following:
  - Educational institutions, such as universities, private colleges, secondary and elementary schools.
  - Cultural and arts institutions.
  - Hospitals and health agencies.
  - General charitable organizations, such as the American Red Cross.

Generally, political, religious, fraternal, labor and veterans organizations are not eligible. In all cases, the Magna Carta Foundation will make the final determination as to an organization's eligibility for matching of funds.

### **Institutional Maximums**

The Foundation will not contribute matching funds of more than \$5,000 annually to any one recipient organization.

### **Individual Minimums and Maximums**

The minimum individual contribution which will be matched by the Foundation is \$25. The maximum annual matching contribution per individual employee is as follows:

- Full Time Employee:         \$ 200
- Officer:                         \$ 500
- Director:                       \$1,000

### **Administrative Procedures**

The Human Resources Division will be responsible for the general administration of the Magna Carta Foundation employee matching gift program. The following procedures will apply:

1. Employee completes Section A of Form MCF-2, Matching Gift form, and submits to the recipient organization with his or her contribution.
2. The recipient organization completes Section B of Form MCF-2 and returns it to the attention of the Human Resources Division at Magna Carta Companies. The form must be submitted within six months of the date of the gift.
3. Human Resources Division reviews Form MCF-2 for accuracy and completeness, and confirms receipt of IRS 501 (c)(3) tax exemption letter.
4. Upon verification of eligibility and receipt of employee contribution, the Human Resources Division prepares a check requisition for the matching funds and forwards to Treasury.
5. Upon receipt of check from Treasury, Human Resources Division verifies information and mails check to recipient organization with Form MCF-3, Notice of Matching Gift and a copy will be sent to the contributing employee.
6. If the recipient organization is deemed ineligible for a matching gift, a copy of Form MCF-4, Notice of Ineligibility, will be sent to the recipient organization and the contributing employee.

## MAGNA CARTA FOUNDATION MATCHING GIFT PROGRAM

Through the Magna Carta Foundation matching Gift Plan, your personal contributions to qualifying non-profit educational institutions, arts and cultural organizations, health and welfare, conservation and environment associations, and special interest organizations will be matched by Magna Carta. In this way, you and Magna Carta can become effective partners in helping to enhance the quality of life in your community and in supporting those organizations which have special meaning to you.

### GIFT CONDITIONS

Gifts may be made in any category or combination of categories, those being Education, Arts and Culture, Health and Welfare, Conservation and Environment, and Special Interest (those organizations whose programs do not fall precisely into any of the aforementioned categories).

Contributions must be personal gifts that are actually paid – not merely pledged. Full membership payments, as well as direct contributions, qualify. Ineligible for matching are all payments other than outright gifts. Not eligible are: tickets, subscription fees, pledges, insurance premiums, gifts from a group of people, tuition payments or the equivalent, and contributions to political or religious organizations, such as churches.

Gifts may be given in the form of cash or negotiable securities. For stocks traded on an established stock exchange, the value of the matching grant will be determined by the average price of the stock on the date of gift. For stocks traded privately or over-the-counter, the value of the matching grant will be determined by the established bid price rather than the asking price on the date of gift.

There is a minimum of \$25 per payment and a maximum limit of \$5,000 per institution per calendar year. The following annual individual limits apply:

Full Time Employee:	\$200
Officer:	\$500
Director:	\$1,000

### ELIGIBLE INSTITUTIONS AND ORGANIZATIONS

Institutions and organizations are reviewed individually and may be eligible if located in the United States and recognized as publicly supported charities tax-exempt by the Internal Revenue Service under Section 501(c)(3) and 509(a) of the Internal Revenue Code.

### SPECIAL CONDITIONS

In addition to the general requirements above:

- Colleges, universities, or secondary schools are eligible if accredited by a nationally recognized accrediting agency or a state department of education. Secondary schools must be private and independent.
- Alumni funds and foundations, associations, or other organizations acting in the interest of more than one school are eligible if the schools they represent are acceptable.
- Hospitals must be tax-exempt, not-for-profit public or voluntary institutions accredited by the Joint Commission on Accreditation of Hospitals.
- Arts and cultural organizations must be open to and operated for the benefit of the general public.

### PARTICIPATING DONORS

Eligible donors include:

- Full time employees and directors of Magna Carta Companies or its affiliates.

Magna Carta reserves the right to discontinue or amend this program at any time, and also reserves the right not to match any particular gift or gifts to any particular organization.

**Some eligible institutions are:** **Arts and Culture** -- museums, theater, opera and dance groups, orchestras, public radio and television stations, craft or folk art associations, united arts funds and libraries. **Health and Welfare** – hospitals, hospices, community service associations, volunteer emergency corps and specialized centers of disease research. **Education** – colleges, universities, junior colleges, private secondary schools, and alumni funds. **Conservation and Environment** – humane societies, wildlife preservation, community beautification and environmental protection agencies. **Special Interest** – Boy and Girl Scouts/Clubs, YMCA, and YWCA.