



Children's Foundation<sup>SM</sup>



Part A: To be completed by donor. Please print or type.

1. Donor Information

Donor's Name \_\_\_\_\_ Employee I.D./Badge # \_\_\_\_\_  
 Donor's Address \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_  
 Email Address \_\_\_\_\_

2. Recipient Information

Name of Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

3. Gift Information

Exact Date of Gift: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Form of Gift:  Cash/Check  Credit Card  Securities  
 If Securities, Number of Shares and Name of Security \_\_\_\_\_  
 Amount of Gift \$ \_\_\_\_\_ Amount to be Matched \$ \_\_\_\_\_

If the gift was made in support of a particular program, please explain \_\_\_\_\_

I certify that the gift listed above has been made in the amount and in the form indicated and that neither I nor any member of my family, nor any related third party, will benefit in any way from this gift. I further certify that the amount given is entirely my own and is eligible to be matched according to the stated guidelines.

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Part B: To be completed by charitable organization. Please print or type.

1. Organization Information

Employer Identification Number (EIN) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Legal Name of Organization \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Web Site Address \_\_\_\_\_

2. Gift Information

Exact Date of Gift: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Amount of Gift \$ \_\_\_\_\_ Tax Deductible Amount \$ \_\_\_\_\_

Please check the box next to the audience your organization serves the most:

\_\_\_\_\_ Caucasian \_\_\_\_\_ African American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_ Middle Eastern  
 \_\_\_\_\_ Gay/Lesbian/Transgender

I certify receipt of the gift described on behalf of the named donor and certify that this institution/organization is a nonprofit public charity, and that contributions to it are tax-deductible under Section 501(c)(3) of the Internal Revenue Code of the United States. Furthermore, I certify that this gift does not represent in any way tuition or payment in exchange for, or in expectation of, monetary or other benefits to be given to the donor or any person/organization named by the donor.

Name of Organization Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to:

If this is your first matching gift request to the Mattel Matching Gifts Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary mission statement or purpose.

Mattel Children's Foundation  
Attn: Matching Gifts Program  
P.O. Box 8327  
Princeton, NJ 08543 – 8327  
Phone: 1-877-698-5962  
Email: [mattel@easymatch.com](mailto:mattel@easymatch.com)  
Url: [www.easymatch.com/mattel](http://www.easymatch.com/mattel)



## Mattel Children's Foundation ~ Matching Gift Program Helping Employees Help The Community

The Matching Gifts Program of the Mattel Children's Foundation encourages employees to give their personal financial support to educational institutions and to charities that directly improve the lives of children in need. Contributions by eligible employees to qualifying organizations will be matched dollar-for-dollar within specified limits.

### Program Description

Mattel Children's Foundation will match personal contributions of cash/check, credit card or marketable securities from eligible employees made to eligible institutions. Gifts of securities are valued based on the average of the high and low on the date of the gift. Qualifying contributions must be a minimum of \$25, up to a maximum of \$5,000 per individual, per calendar year. Individual institutions are limited to \$20,000 in total matching support per calendar year. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum annual donor limit for the calendar year. The donor's limit is based on the date of the gift.

Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged and must be made directly to approved organization.

Applications for matching gifts must be received by the Foundation within six months of the date that the gift was made.

### **Eligible requests are processed and matched to organizations on the following quarterly schedule.**

Received By:	3/1	6/1	9/1	12/1
Processed By:	3/31	6/30	9/30	12/31

The Mattel Children's Foundation reserves the right to determine whether a gift shall be matched and to change or terminate the matching gifts program without notice. Potential recipient organizations may be asked to demonstrate fiscal stability and programmatic results in order to be deemed eligible.

### Eligible Individuals

- Regular full-time and part-time employees of Mattel, Inc. or any of its subsidiaries.
- Board of Directors of Mattel, Inc.

*\*Temporary employees and spouses of eligible employees & board members are not eligible to participate.*

### Eligible Organizations

Nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

- Most elementary or secondary schools, colleges, universities, and professional or technical institutions located within the United States and accredited by a recognized accrediting agency.
- Most charitable organizations that directly benefit children in need through social services, health and welfare, art and culture, or education.

### Ineligible Gifts

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Payments for tuition, books or other student fees.
- Fees for any services resulting in substantial personal benefit including membership, alumni dues, subscriptions or tickets to events or dinners.

- Gifts of real or personal property.
- Gifts to religious, political or fraternal organizations.
- Gifts for athletic or other extra-curricular activities.
- Pledges that have not been paid.
- Bequests.
- Insurance premiums.
- Total sum raised by employees participating in a fund raising event (walkathon, bike ride, etc.) However, personal donations of \$25 or more made by an eligible employee may be matched.
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution
- Gifts to private foundations
- Gifts to organizations that do not directly serve children in need.
- Gifts to the United Way.

### How to Participate

Matching gifts requests can be submitted via the internet through an online web-based process or by paper.

#### **By Internet:**

Alternatively to this paper-based process, Matching Gifts requests can be submitted electronically via a paperless process at [www.easymatch.com/mattel](http://www.easymatch.com/mattel). The web-based process is not only a faster and easier process, but you can also find program related information such as Guidelines, FAQs, Your (up to date) Personal Giving History and Search for Charitable Organizations.

#### **By U.S. Mail:**

Upon determining eligibility, the donor should complete Part A of the Matching Gifts Form and remit along with their contribution to the receiving institution. The institution confirms the information in Part A, completes the information in Part B, and mails the Matching Gifts Form and a current copy of their 501(c)(3) IRS determination letter and organization mission statement to the Mattel Children's Foundation.

Upon verification of all information supplied by the donor and the institution, the Mattel Children's Foundation will process the request and send the matching gift to the recipient organization. The donor will receive confirmation when the match has been made.

Obtain Matching Gifts Program request form from Mattel Children's Foundation (phone 1-877-698-5962) or get a copy right now in Word format by clicking on the icon below.

Simply fill out Part A and mail the form together with your gift to the receiving institution. The institution should review Part A, complete Part B and attach a copy of the 501 (c)(3) and mail to:

Mattel Children's Foundation  
Matching Gift Program  
P.O. Box 8327  
Princeton, NJ 08543-8327

For more information, please contact the Matching Gifts Program via email at [mattel@easymatch.com](mailto:mattel@easymatch.com) or by phone at 1-877-698-5962.