



## Helping Hands Program Guide



We're Making a Difference Together

## Matching Gifts

When McGraw-Hill Education employees make a personal contribution to a qualified non-profit organization or educational institution, McGraw-Hill Education will match your gift dollar-for-dollar, up to \$2,500 (US) per calendar year, per employee.

### Employee Eligibility:

Active McGraw-Hill Education employees in the U.S. or internationally may apply for the Matching Gift Program. The applicant must be an active regular full-time employee, active project status employee, or an active regular part-time employee who works 20 or more hours a week at McGraw-Hill Education.

### Eligible Organizations:

Nonprofit organizations are eligible only if they are determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code and qualify as public charities under IRS rules (or equivalent country requirements).

Examples of eligible organizations include, but not limited to:

- Non-Profit accredited degree-granting graduate and professional schools, 4-year and 2-year colleges and technical institutes.
- Adult basic literacy organizations will be considered if their sole purpose is the delivery or advancement of basic skills instruction in ProLiteracy, Junior Achievement – and their eligible affiliates, and NIACE.
- A tax-exempt education fund (for U.S. employees) such as,

United Negro College Fund or a member of the Foundation for Independent Higher Education is eligible if its sole purpose is raising money for its constituent member colleges which individually are eligible under the plan.

- Religious organizations are eligible if the gift is for a community service, i.e., a food shelf administered by a church or clergy).



## Terms of the Program:

The minimum contribution to an eligible organization that McGraw- Hill Education will match is \$25. The maximum total of an employee's contribution that McGraw-Hill Education will match each year is \$2,500 (US). The total maximum amount may be divided among eligible organizations or given to a single organization.

Gifts must be personal contributions – cash, or negotiable securities with an established market value determined by the closing price on the day the gift is received by the organization.

McGraw-Hill Education will not match:

- Religious and political organizations
- Bequests
- In-kind contributions
- Gifts or eligible donor's spouses not employed by McGraw-Hill Education
- Payments in lieu of tuition
- Tickets or subscriptions
- Dues or gifts payable to national or local alumni groups that are not distributed to the affiliated educational institution
- Gifts to schools where admission is restricted because of race or creed
- Gifts intended to fulfill pledges
- Tithes or other religious-related financial commitments
- Other payments not received as gifts by an eligible institution.

### Create Your Giving Profile

Click the "My Profile" link on the landing page. You can upload a profile image, add your favorite organizations to give to and set up your volunteer preferences.

You can also see a snapshot of your own giving stats!





## Group Volunteer Grant



The objective of these grants is to encourage employee volunteer involvement in local nonprofit community organizations that make substantial contributions to the quality of life for all. There are many ways to make a difference in your community. When you volunteer with a qualified organization, McGraw-Hill Education is pleased to contribute to that organization in honor of your participation.

The program provides supplementary financial support - up to \$5,000 (US) per year to eligible nonprofits or educational institutions.

### Employee Eligibility:

Active McGraw-Hill Education employee's in the U.S. or internationally may apply for a Group Volunteer Grant if you meet the following qualifications:

- You are an active regular full-time employee, active project status employee, or an active regular part-time employee who works 20 or more hours a week at McGraw-Hill Education.
- You meet qualifications of the specific Group Volunteer Grant for which you are applying, as outlined below.
- Teams must be a minimum of 3 employees for a maximum grant of \$5000 per organization annually (per year; per organization).
- The team must be participating in a special project that benefits the organization.

## Eligible Organizations:

Nonprofit organizations are eligible only if they are determined tax- exempt under Section 501(c)(3) of the Internal Revenue Code and qualify as public charities under IRS rules (or equivalent country requirements).

Organizations must perform services for the common good and general welfare of the community in the areas of health and human services, education, arts and culture, or civic affairs.

## Organizations Not Eligible:

The program does NOT provide funds for the following types of organizations:

- Religious or political.
- Professional associations.
- National fundraising organizations.
- Charitable organizations that are classified as private foundations.

## Eligible Volunteer Projects:

The grant must be used for a specific purpose and is not to be applied towards the organization's general operating funds.

Examples of eligible projects include:

- Refurbishing the community room in a local senior center, where the grant may cover the cost of project materials.
- Taking a group of children from a shelter on an outing, where the grant may cover the cost of transportation, food and event tickets.

Examples of ineligible projects include:

- Walkathons and similar events.
- Fundraising events such as benefit dinners, golf charity events, etc.





## How to Apply



Request your Matching Gift Donation and Group Volunteer Grant online through Consiva.net. Just follow the steps on page 7 and reference the Frequently Asked Questions beginning on page 8.

### **Need Assistance?**

E-mail: [Mcgrawhilledu@consiva.net](mailto:Mcgrawhilledu@consiva.net)

Phone: 866-604-5483

## 1. Review the Program Guidelines.

Use the Helping Hands Program Guidelines and other resources on Spark and Consiva.net to help you understand the program you are participating in.

## 2. Access the Site.

You can access Consiva.net as follows:

- Sign in through MHE's intranet, Spark. Click "Find it," "Key Links," then "Helping Hands." Locate the link to enter the site and enter your intranet username and password.
- Type Consiva.net into your internet browser.
- Log in
- Enter the internet username and password you created when you first logged into this site.
- You will enter on the home page of Consiva.net.

## 3. Make your Request.

### Matching Gift Requests

Select the organization(s)

Select how you would like to give

- I would like to give now
- I already gave and I'm requesting a match

Select the payment type

- You may only use a credit card if you are giving now through the site
- If you already gave and are requesting a match, select the option that describes how you paid

Complete the remaining information and check-out

### Group Volunteer Grant Requests

Create a team project so that other employees can sign up and participate

Search for project in the works to join and participate in.

Log your volunteer hours.

Submit a volunteer story.

# Frequently Asked Questions

## Matching Gift Program

### **Q1. How do I log into the Matching Gift portal?**

**A1.** You will always need to log into the Matching Gift Portal via Single Sign On (SSO) from the Helping Hands Community on Spark. If you try to log in via the consiva.net webpage, you will be given a message to supply the company ID, which is invalid for MHE employees.

### **Q2. Why should I give through the McGraw-Hill Education Matching Gift Program?**

**A2.** The McGraw-Hill Education Matching Gift Program effectively doubles your contributions (up to \$2500 per employee per year) to eligible organizations across the U.S. and internationally in a way that is designed to make giving easy, convenient and meaningful to you. Your participation also helps McGraw-Hill Education by strengthening our reputation as a leader in corporate responsibility.

### **Q3. How much will McGraw-Hill Education match per year for the Matching Gift Program?**

**A3.** Up to a maximum of \$2,500 per employee per year.

### **Q4. Are there minimum gift requirements in order to give through the Matching Gift Program?**

**A4.** Yes. The minimum gift requirement is \$25 when using credit card, check and cash.

### **Q5. Who is eligible to participate in the McGraw-Hill Education Matching Gift Program?**

**A5.** Active McGraw-Hill Education employee's in the U.S. or internationally may apply for the Matching Gift Program. The applicant must be an active regular full-time employee, active project status employee, or an active regular part-time employee who works 20 or more hours a week at McGraw-Hill Education.

### **Q6. What types of organizations are eligible to receive a match?**

**A6.** Nonprofit organizations are eligible only if they are determined tax-exempt under Section 501C(3) of the Internal Revenue Code and qualify as public charities under IRS rules (or equivalent country requirements). Religious and political organizations are not eligible. Religious organizations are only eligible if the gift is for a community service.

### **Q7. How do I submit a match request?**

**A7.** There are two ways to submit a request. We recommend that you make a donation using your credit/debit card via the Matching Gift website. You can then simply click "Request a Match" right after making your donation. If you have already made a donation directly to an eligible organization, you can simply log on the site and click "Request a Match" from the Matching Gift landing page and follow the instructions provided.

### **Q8. What ID number do I use to log in to the Matching Gift website?**

**A8.** Your user ID and password will be the same as your McGraw-Hill Education network ID and password.

### **Q9. What types of payments will be matched?**

**A9.** Payment types that will be matched are cash, check, and personal credit/debit card.

### **Q10. What types of organizations are eligible to receive funds?**

**A10.** Organizations must be located in the United States must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Organizations outside of the U.S. must meet equivalent country requirements.



**Q11. What is a 501(c)3?**

**A11.** A 501(c)3 is a section of the Federal Tax Code which establishes the criteria for tax exempt charitable organizations. An organization must have 501(c)3 status (be tax exempt) in order to receive matching funds. Note that not all 501(c)3 organizations qualify for the program.

**Q12. How do I know if an organization is 501(c)3?**

**A12.** You can confirm with the organization directly or you can confirm that the organization is a 501(c)3 by searching on the official IRS website. The link is: <http://apps.irs.gov/app/eos/mainSearch.do?mainSearchChoice=pub78&dispatchMethod=selectSearch>

**Q13. What do I do if I don't find my charity?**

**A13.** The system contains all 501(c)3 tax exempt organizations that are delivered through a data feed from the IRS. If you don't find the organization you're searching for, your next step would be to confirm the organization is classified as a 501(c)3 by the IRS. You can do this by checking the official IRS site at the link below. If you find the organization on the IRS site, you can then use the exact name or the EIN (Tax identification number) listed on the IRS site as your search criteria in the Community Connections site so you can enter your matching gift request. <http://apps.irs.gov/app/eos/mainSearch.do?mainSearchChoice=pub78&dispatchMethod=selectSearch>

**Q14. How can I request a charity be added?**

**A14.** Charities cannot be added to the system since all 501(c)3 organizations that are eligible for the program should be identified and included in a feed received by the IRS. However, please contact the JK group directly if the charity that you wish to make a donation to is listed as a 501(c)3 on the IRS site but is not listed on the JK site.

**Q15. Does McGraw-Hill Education's matching gift count as part of my personal gift to an eligible organization?**

**A15.** No. The matching gift is being made by the Matching Gift Program and is subject to a number of restrictions. It is intended purely to help the organization you support. You may not receive any personal benefit from the matching gift.

**Q16. How can I view the status of a gift I have submitted?**

**A16.** You can view the status of a gift by viewing your gift history. From the home page, click on your email address on the top tool bar. This will open your user profile where you should click on "My Giving History". This will display all the gifts you've given and the current status will be displayed in the Status column.

**Q17. How can I locate my past giving history?**

**A17.** From the home page click on your email address on the top tool bar. This will open your user profile. From there click on "My Giving History".

**Q18. When will the organization receive my match?**

**A18.** Matching Gifts disbursements will be made on a monthly basis. If you would like your gift to be matched within the current year, you must make your donation and ensure the charity confirms that donation prior to December 1st. Any donation made after December 1st may be disbursed the following year.

**Q19. How will I know when a disbursement has been made to the charity and when will they receive my disbursement?**

**A19.** When a disbursement takes place the status of a gift is updated to “Cleared”. Disbursements are made to organizations on a monthly basis and each cutoff is the last day of the month.

**Q20. I have a recurring monthly gift set up directly with a charity but it is below the minimum gift amount requirement of \$25 – can I still request a match?**

**A20.** No, the minimum gift requirement still applies and, if each individual monthly gift does not meet the minimum requirement, it is not eligible for the program.

**Q21. How long do I have to request a match once I’ve made a donation by check, credit card or cash?**

**A21.** Requests must be received within 90 days of the date of payment by check, credit card or cash.

**Q22. How do I obtain tax receipt for my donation?**

**A22.** If you have made a contribution directly through this site by using your credit card, please check your history under “History” located within your profile. Click the “Give Detail” link next to an individual transaction, and the associated messaging will inform you whether the organization has authorized us to provide you a receipt, which you can print there, or whether you should request that the organization you donate to acknowledge your contribution. You should also keep a copy of your credit card statement. For contributions made directly to an organization, you must obtain a receipt directly from your organization.

**Q23. Can I donate money to organizations located outside the United States?**

**A23.** Yes.

**Q24. Are there any credit card fees for making a gift through the website?**

**A24.** Yes, certain credit card fees apply. You are responsible for any credit card fees.

**Q25. What is a user profile and how do I access it?**

**A25.** A user profile contains your personal information and a record of your giving history. To access your user profile you need to click on your email address displayed on the tool bar at the top of the home screen. This will display the personal profile tab where your contact information will be listed along with options for you to add your favorite organizations and interests. The second tab in the profile is My Giving Stats. When you click on this tab the total amount you’ve donated for the year will be displayed along with a breakdown of the organizations that received a gift. The third tab is My Giving History. This displays details for all of the donations you’ve made.

# Frequently Asked Questions

## Group Volunteer Grant Program

**Q1. How do I log into the Group Volunteer Grant portal?**

**A1.** You will always need to log into the Group Volunteer Grant Portal via Single Sign On (SSO) from the Helping Hands Community on Spark. If you try to log in via the consiva.net webpage, you will be given a message to supply the company ID, which is invalid for MHE employees.

**Q2. How much will McGraw-Hill Education grant per year for the Group Volunteer Grant Program?**

**A2.** Up to a maximum of \$5,000 USD or equivalent currency, per qualifying organization annually (per year; per organization).

**Q3. Who is eligible to participate in the McGraw-Hill Education Group Volunteer Grant Program?**

**A3.** Active McGraw-Hill Education employee's in the U.S. or internationally may apply for the Matching Gift Program. The applicant must be an active regular full-time employee, active project status employee, or an active regular part-time employee who works 20 or more hours a week at McGraw-Hill Education.

**Q4. What is the minimum amount of employee participants for a project?**

**A4.** Teams must be a minimum of three McGraw-Hill Education employees.

**Q5. What types of organizations are eligible to receive a grant?**

**A5.** Nonprofit organizations are eligible only if they are determined tax-exempt under Section 501C(3) of the Internal Revenue Code and qualify as public charities under IRS rules (or equivalent country requirements). Religious and political organizations are not eligible. Religious organizations are only eligible if the gift is for a community service. The organization must perform services for the common good and general welfare of the community in the areas of health and human services, education arts and culture, or civic affairs.

**Q6. When will the organization receive the grant?**

**A6.** Grant disbursements will be made on a monthly basis. If you would like your grant to be received within the current year, you must make your request prior to December 1st. Any requests for grants made after December 1st may be disbursed the following year.

**Q7. Will the grant be sent to the organization or the Volunteer Group?**

**A7.** The check for the grant will be made out to the organization and will be sent to the organization.

**Q8. What can the Group Volunteer Grant be used for?**

**A8.** The grant must be used for a specific purpose and is not to be applied towards the organization's general operating funds.

**Q9. What are some examples of eligible Group Volunteer Grant projects?**

**A9.** Examples of eligible projects include:

- Refurbishing the community room in a local senior center, where the grant may cover the cost of project materials.
- Taking a group of children from a shelter on an outing, where the grant may cover the cost of transportation, food and event tickets.

**Q10. What are some examples of projects that are not eligible for a grant?**

**A10.** Examples of ineligible projects include:

- Walkathons and similar events.
- Fundraising events such as benefit dinners, golf charity events, etc.

**Q11. How do I submit a request for a grant?**

**A11.** Click the Programs drop down and click “Create a Project”. Enter the project and event details and follow the steps provided.

**Q12. What is Advanced Options used for?**

**A12.** You must use this feature when creating a Volunteer Group Grant Project. The feature allows you to add volunteers to your project, select the pre-event grant details, make the event private, and add any itemized listing items.

**Q13. Can I search for a project to join?**

**A13.** Yes, you can search for a project to join. Simply click the Programs drop down and click “Search for a Project”. Enter the project name or click search to display all open projects.

**Q14. How do I submit a request for a grant?**

**A14.** Click the Programs drop down and click “Create a Project”. Enter the project and event details and follow the steps provided.

**Q15. How many days in advance can I submit a grant request?**

**A15.** A request for a grant must be submitted 30 days prior to your volunteer event and/or when the funds are required. It will take up to 30 days to process grant requests.





#### Disclaimer

McGraw-Hill Education (U.S. and International) reserves the right to alter, amend, or suspend any element of this program at any time. Under HR Programs, governance and budget controls are in place to track the company's distribution of funds associated with the Helping Hands Programs. These controls are designed to serve as compliance around the programs. McGraw-Hill Education (U.S. and International) reserve the right to suspend payment under programs at any time, with or without notice upon budget restrictions or limits being met at any time during the calendar year.