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medco FOUNDATION™



Guest: June 7, 2012

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Questions? Call 1-866-295-5502

Employee Giving Campaign Mission

Through Give Health a Hand, Medco supports employees in their efforts to benefit healthcare in the communities in which its employees live and work.

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Medco Match

Medco will match your donations at 100 percent, up to a maximum limit of \$10,000 per eligible employee per campaign year.

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Donor Eligibility

Medco (full or part-time) employees are eligible to participate in the Give Health a Hand Employee Giving Campaign. Contract workers, retirees and Board of Directors are not eligible to participate in the campaign.

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Agency Eligibility

An agency must meet the following criteria to be eligible for matching funds through the Give Health a Hand Employee Giving Campaign:

- The agency's primary mission must be to provide health and human services.
- The agency must have 501(c)(3) public charity certification from the U.S. Internal Revenue Service.
- The agency must be based in the United States.

The campaign adheres to the United Way's definition of health and human services. It includes agencies that promote or provide a broad range of social, human, or medical services to individuals, groups, families, neighborhoods, and communities. Agencies may include the Salvation Army, American Red Cross, hospice care, homeless shelters, youth services, and abuse centers.

Note: Environmental, advocacy, rifle, arts, cultural, and economic development agencies, primary/middle/secondary/schools; Colleges/Universities; Educational Foundations/Scholarship Programs do not qualify as health and human service agencies.

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IRS Charitable Requirement

Your donation must be a voluntary gift, made from your own personal resources and not from gifts or loans from any other persons or organizations. Your donation is charitable and tax deductible. Please note that you may not receive any goods or services in return for your charitable donation, nor may you designate persons, institutions, or organizations to receive goods or services in return for your charitable donation.

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Campaign Dates

The Medco Employee Giving Campaign will be held from **November 1 to November 26**, .

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Minimum Donation

There is a minimum donation of \$25 per designated health and human services agency. Donors will not be able to designate less than the \$25 minimum if they pledge online. Paper pledge forms that request designations of less than the \$25 minimum will be marked "pending," and the donor will be contacted to revise the pledge to meet the minimum donation.

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Giving Methods

You may make your donation through payroll deduction, credit card, personal check, or by registering a stock gift. If you would like to donate stock, please read the special instructions for stock donors in the "Frequently Asked Questions" section #21.

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Enrollment Methods

You may enroll in the Give Heath a Hand Employee Giving Campaign by pledging online at www.easymatch.com/medcoegc.

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Funds Distribution Process

- If you choose to give a one-time cash donation by check or credit card, your funds will be disbursed to your designated agency(ies) within 30 days after the close of the campaign and/or the organization validation process.
- If you choose to give a one-time cash donation via stock, your stocks will be transferred directly to your designated agency(ies) by your broker. You should discuss the schedule of this transfer directly with your broker. Each agency receiving stock liquidates the stock and receives the realized cash value of the stock.
- If you choose an ongoing payroll deduction, your funds will be disbursed to your designated agency(ies) on a regular, quarterly schedule, beginning in April of the following year. The Medco match funds will be sent on the same quarterly schedule and be included in the same check. A quarterly disbursement schedule is more efficient and reduces the administrative expenses for both Medco and the recipient agency(ies).
- The Medco minimum disbursement threshold is \$50 per agency. If, at the end of the quarter, the total payroll deduction funds from all donors for an agency are less than \$50, then the funds will be held until the accumulated amount reaches the minimum threshold or the payroll deduction for the pledge year is completed. Setting this minimum reduces administrative expenses for both Medco and the recipient agency(ies).

Please note: If an agency does not meet the criteria to be eligible for matching funds or is unresponsive during the disbursement process, the employee will be contacted twice within the calendar year and given the opportunity to re-direct the donation to an eligible organization of their choice. If an employee is not responsive by the end of the calendar year, the donation will be re-directed to the United Way.

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The Charitable Flex Fund

The Flex Fund allows you to donate during the campaign dates to this fund and then have the funds disbursed anytime during the year to health and human services agencies of your choice. Here's how it works:

- Make your donation to the Charitable Flex Fund (which is administered by the United Way of Bergen County).
- Medco matches your donation 100 percent, up to a maximum of \$10,000 per eligible employee per campaign year. A minimum donation of \$100 is required to donate to the Flex Fund.
- Both your donation and the Medco match will be deposited in your name to your individual Flex Fund account
- Once you have made a Flex Fund donation, you will receive a welcome package and a secure personal PIN to log on to the Flex Fund website. Through the website, you will be able to make distributions to the agencies you select. All Employee Giving Campaign rules apply to the Flex Fund account.
- Employees: Please refer to the Charitable Flex Fund Frequently Asked Questions on this website.

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The Medco logo is displayed in a blue, italicized serif font.