



OC Foundation

MATCHING GIFT PROGRAM GUIDELINES

I. PROGRAM OVERVIEW

The Matching Gift Program of the Owens Corning Foundation is established to encourage individuals to help meet the needs of our communities through support of education.

The Owens Corning Foundation will match financial gifts up to \$2,500 annually per employee and current member of the Owens Corning Board of Directors.

Contributions under the Matching Gift Program must be used by the institutions for furthering their primary objectives – such as faculty development, improvement of facilities, and increasing enrollment.



II. WHO CAN PARTICIPATE?

Eligible participants are limited to:

1. All hourly or salaried full-time employees or part time (more than halftime) employees of Owens Corning or a majority-owned affiliate whose continuous employment includes the date of the Foundation's matching (January 31, April 30, July 31, October 31) are eligible to participate in this program. Retirees, interns, co-ops, temporaries, vendors and contractors are not eligible to participate in the program.
2. Employees on an approved leave of absence
3. Current members of the Owens Corning Board of Directors

III. WHICH ORGANIZATIONS QUALIFY TO RECEIVE MATCHING GIFTS?

Eligible recipient organizations are limited to:

1. An accredited graduate school, four-year college or university, two-year junior college, or technical institution, a public or private secondary or preparatory school grades 9 – 12 in the US or one of its possessions or Canada, which is accredited by an appropriate regional or professional association is eligible to receive matching gifts.
2. Alumni funds, foundations or associations of the above type institutions are eligible for matching contributions so long as they are recognized by the Internal Revenue Service as a tax-exempt organization.

IV. GIFT ELIGIBILITY

A. MATCHING GIFT LIMITS

1. Gifts must be a minimum of \$50.00.
2. The Foundation will match donations of cash, checks or stock. Gifts must be a personal gift paid, not merely pledged, in cash or securities. Any gift of securities should be identified and the number of shares and description of the securities stated. The value of the securities will be based on the closing sale price on one of the national stock exchanges on the day which the gift was made.
3. Matching gifts for individual Owens Corning employees or directors will be limited to a total of \$2,500 in a calendar year.
4. A matching gift cannot be used to satisfy a personal pledge

B. CONTRIBUTIONS NOT ELIGIBLE FOR MATCHING ARE:

- 1. Charitable contributions made as part of a United Way campaign.
- 2. Charitable contributions made via payroll deduction.
- 3. Charitable contributions made as bequests or through entities such as charitable remainder or trusts.
- 4. Contributions given for an event or program where all or part is required for participation (e.g. walk-a-thons, benefit dinners, golf tournaments, etc.).
- 5. Contributions that result in a material benefit or privilege (e.g. benefit dinners, memberships, dues, auction items, event tickets, subscriptions, tuition payments or other student fees).
- 6. Contributions that the Foundation determines inappropriate to match.

V. HOW THE PROGRAM WORKS:

- 1. The employee should complete Section A of the application form, and mail the form with the employee's contribution and a copy of these instructions to the eligible school for its completion of Section B and send a copy to the OC Foundation.
- 2. The recipient organization/institution receiving this information, and employee's gifts, should have the organization's authorized officer verify the donation, sign the application and return the original form within 90 days, to the Owens Corning Foundation Matching Gift Program, One Owens Corning Parkway 1E7, Toledo, OH 43659.
- 3. All year-end forms must be received from institutions and donors by December 1 to be considered for 4th quarter gift matches. Forms received after December 1 will be considered 1st quarter matches of the new year and will not qualify as 4th quarter matches of the previous year.

B. GIFT CONFIRMATION

The recipient organization/institution must confirm receipt of gifts within 90 days of the donor registering the gift. Note that the recipient organization/institution must also confirm compliance with eligibility criteria.

C. MATCHING GIFT DISTRIBUTION

- 1. Eligible gifts are processed, and payments will be sent directly to the recipient organization or institution on the following quarterly schedule:

FORMS RECEIVED BY:

January 31
April 30
July 31
October 31

MATCHING GIFT PAID BY:

March 31
June 30
September 30
December 31

ADMINISTRATION

Any questions concerning application, interpretation, or administration of the Owens Corning Foundation Matching Gift Program should be addressed to the Owens Corning Foundation, One Owens Corning Parkway, Toledo, OH 43659 or e-mail us at OCFoundation.com

The Owens Corning Foundation Matching Gift Programs is administered by the Owens Corning Foundation, which has sole discretion to determine initial or continuing eligibility to qualify for or participate in the Program. The Foundation may, at any time, exercise the right to change, establish giving limits, suspend or terminate the Matching Gift Program.



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