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Program Guidelines

DONOR ELIGIBILITY

- Regular full-time P&G employees worldwide. There is no continuous service requirement.
- Officially recognized P&G retirees worldwide who were full-time when they retired.
- Current and retired outside directors of The P&G Company.

INSTITUTION ELIGIBILITY

1. A U.S. or Canadian college/university is eligible if:
 - It has 501(c)3 tax-exempt status from the U.S. Internal Revenue Service or th is listed on Revenue Canada.
 - It confers associate, undergraduate, graduate, or professional degrees. If it cc degree unrelated to P&G's core business (e.g., theology, war), however, it is r
 - A U.S. college/university must also be accredited by one of the six regional ac associations; select post-graduate higher education programs must be accrec national accrediting agency recognized by the U.S. Secretary of Education. A college/university must be operated by the Canadian government.
2. A higher education institution (e.g., UNCF, HACU) is eligible if:
 - It has a 501(c)3 tax-exempt status from the U.S. Internal Revenue Service or or is listed on Revenue Canada.
 - Its sole purpose is to raise and transmit tax-deductible gifts directly to an eligil college/university for academic scholarships or other academic needs.
 - Each of its member colleges/universities meets all institution eligibility requirei
3. If a gift is made to an endowed chair/professorship. The P&G Fund match will be max institution's general fund.

GIFT ELIGIBILITY

- Must be a donation, from the donor's personal funds, which has been paid, and pledg an approved institution.
- A gift may be paid through a donor's charitable fund.
- The minimum gift eligible for matching is \$25 U.S. or Canadian equivalent. For install each match request must be submitted separately and meet the minimum gift require
- The maximum amount matched per donor per calendar year is \$5,000 U.S. or Canad If the donor makes several contributions, gifts will be matched in the order received, t maximum annual donor limit for the July 1 – June 30 fiscal year.
- Gifts must be in the form of check, credit card, or marketable securities with a quoted
- You may be asked to provide proof of your contribution in the form of a cancelled che statement, credit card statement, or a transfer of stock certificate.
- Gifts of securities are valued based on the "close" price on the date of the gift. No oth personal or real property will be matched.

WHAT GIFTS ARE NOT ELIGIBLE FOR MATCHING?

- Gifts made by or through Community Trusts or similar institutions, including Charitabl Trusts, or Family Foundations
- Gifts made in lieu of tuition payment for services
- Subscription, membership or any other fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes.
- Insurance premiums; Bequests or life income trust arrangements; or Gifts of real or p property
- Cumulative gifts from several individuals reported as one contribution

- Non-academic projects or programs (e.g. campus beautification)
- Pre-college institutions (pre-schools, daycare, K-12) and institutions that are not high school related, such as hospitals, radio and television stations, zoos, civic groups, cultural groups
- Primary Research (original inquiry, related publications, bench work, etc.)
- Extracurricular activities, including athletics, a fraternity or sorority, and other clubs or organizations

HOW DOES THE PROGRAM WORK?

ONLINE:

Employees/retirees may request matching gifts through a quick, user-friendly, online request form on the P&G Fund web site <https://www.easymatch.com/pg>.

Following receipt of the request, The P&G Fund program administrator will contact the institution to receive receipt of the employee's gift. **Eligible requests are processed after the close of the fiscal year.**

Received by: 6/30

Processed by: 7/31

Matching Gifts must be requested within one year of the gift date. Requests received after that date will not be honored. Receipt of gift will be verified by the institution. For more information, please visit our web site at <https://www.easymatch.com/pg>.

The website contains program related information such as Guidelines, FAQs, as well as the ability to view their personal giving history and search for charitable institutions. If you have any questions, contact The P&G Fund via email at pg@easymatch.com or phone at 1-866-846-8879.

ADMINISTRATIVE CONDITIONS

The P&G Fund reserves the right to interpret, apply, amend or revoke the program and/or the terms and conditions at any time without prior notice. The policies and procedures described above are not conditions of employment nor are they intended to create or constitute a contract between P&G and any of its employees. Institutions approved in the past may not qualify for The P&G Fund in subsequent years if information is received regarding the loss of their tax status, change in their mission or their operations that indicate the institution now falls outside of The P&G Fund guidelines.

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