

## **ProQuest Guidelines**

### **Type of Gift to be Matched**

The gift must be a paid (not pledged) personal contribution made by the employee.

### **Amount of Contribution**

The minimum employee contribution that will be matched by ProQuest is \$25.00. The maximum amount the Foundation will contribute is \$250.00 per employee per calendar year. The Foundation reserves the right to decline a contribution based on yearly budget limitations. Within these guidelines, employee contributions to eligible organizations will be matched on a 1-for-1 basis.

### **Guidelines for Educational Matching Gifts**

Matching contributions for academic purposes will be made by ProQuest to accredited elementary and secondary schools, technical institutes, two year colleges, four year colleges or universities, graduate and professional schools.

### **Guidelines for Charitable Matching Gifts**

Matching contributions will be made by ProQuest to charitable organizations that qualify for federal income tax-exemption under section 501(c)(3) of the U.S. Internal Revenue Code. Generally, these include national and local health agencies, nonprofit hospitals, social welfare organizations, community service organizations, and art and culture organizations such as museums, performing arts groups, public broadcast stations and libraries.

### **Restrictions**

Matching contributions will **not** be made to fraternal, social, political, union or veterans' organizations, specific churches or religious groups, athletic organizations (e.g., youth baseball, soccer or football), fraternities or sororities, dues to national or local alumni groups, life insurance premiums on policies naming an institution as beneficiary and bequests. Also, the company will **not** match in cases where an employee has made payment in exchange for services rendered (e.g., tickets, tuition, membership and subscriptions).