

Random House Guidelines

Program Participant Eligibility

- Regular, Full-time U.S. based employees of Random House, Inc.
- Regular, Part-time U.S. employees of Random House, Inc. who work at least 20 hours per week.

Qualified Organizations

Random House, Inc. will match eligible gifts to all nonprofit organizations with tax-exempt status under Section 501(c)(3).

Gift Match Eligibility

- Random House, Inc. will match eligible gifts on a dollar-to-dollar basis to qualifying nonprofit organizations with 501(c)(3) tax exempt status.
- Gifts must be a personal contribution of an eligible employee, by check, money order or credit card payment actually made and not merely pledged for future payment.

Applying for a Matching Gift

- Employees should complete Sections A and B of the [Matching Gifts Application](#) and mail the application with the gift to a qualifying nonprofit organization with 501(c)(3) tax exempt status.

Amount of Contribution

- Each gift must be a minimum of \$25 and total no more than \$2500 per eligible employee on a calendar year basis.
- Eligible gifts will not be carried over and applied to the next year's maximum.

Additional questions, comments and suggestions may be directed to:

[Melanie Fallon-Houska](#)

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