

**Matching Gift Program****Program Guidelines**

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To encourage and support the generosity and community involvement of employees, beginning January 1, 2004, Rolex offers the Rolex Matching Gift Program, which provides matching funds to the charitable organizations employees personally support. To maximize the impact of employee charitable giving, Rolex matches, dollar for dollar, donations made on or after January 1, 2004 by eligible employees, up to \$10,000 per year, to the eligible nonprofit organizations of their choice.

**Who can participate?****Eligible organizations****What contributions are eligible?****What is not eligible for matching?****How the program works****Administrative conditions**

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**Who can participate?**

All active full-time and part-time employees of Rolex.

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**Eligible organizations**

Nonprofit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

Eligible organizations include, but are not limited to: colleges and universities, private and public elementary and secondary schools, civic, arts and culture, health and human service agencies, and environmental organizations.

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**What contributions are eligible?**

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- The maximum amount matched per donor per calendar year is \$10,000. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year.
- Gifts must be personal contributions made directly to approved organizations.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of check or credit card. No other form of personal or real property will be matched.

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### What is not eligible for matching?

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups
- Gifts or payments for primarily political or religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

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### How the program works

Matching gift requests can be submitted via the internet through an online web-based process or by paper.

#### **By Internet:**

Matching Gift requests can be submitted electronically via a paperless process at <http://www.easymatch.com/rolex>. The web-based process is not only faster and easier, but you can also find program related information such as Guidelines, FAQs, Your (up to date) Personal Giving History and Search for Charitable Organizations.

#### **By Mail:**

The employee should:

- Complete Part 1 of the original application form.
- Mail the original application form, with the donation and any other necessary documentation, to the organization of your choice that meets the criteria listed in the guidelines. Faxed copies will not be accepted. The matching grant to be provided by Rolex will be designated for unrestricted support.

The recipient organization should:

- Complete Part 2 of the original application form.
- The authorized officer of the charity must verify the donation, sign the application form and return the original application form to the Rolex Matching Gift Program, P.O. Box 8377, Princeton, NJ 08543- 8377.

Eligible requests are processed and matched to organizations on the following quarterly schedule.

Received By:    3/31   6/30   9/30   12/31

Processed By:   4/30   7/31   10/31   1/31

Match requests must be registered within one year of the date of payment by check or credit card. Gifts registered after that time will not be honored. All gifts must be verified by the recipient organizations in order to be matched by Rolex

For more information, please contact the Matching Gift Program via email at [rolex@easymatch.com](mailto:rolex@easymatch.com) or by phone at 1-877-202-7578.

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**Administrative conditions**

Rolex reserves the right to interpret, apply, amend or revoke these guidelines 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 Rolex and any one or all of its employees.

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