

Partner Match Guidelines

Partner Match (formerly known separately as Choose to Give and Individual Make Your Mark), a program of The Starbucks Foundation, recognizes and supports partners' individual contributions of financial resources or time to qualified organizations. Every active partner in the U.S. and Canada may request up to \$1,500 available per fiscal year in support of such activities.

Who can participate?

All active partners of Starbucks Coffee Company in the U.S. and Canada are eligible. Please note that an applicant must be an active partner at the time they contribute time or financial resources through the time a request is processed and paid.

Which organizations qualify to receive matching funds?

Grants can be made only to 501(c)(3) public charities in the United States and Registered Charities in Canada. If you have questions about whether an organization qualifies, please contact CyberGrants at 866-763-1815 or email starbucks@cybergrants.com.

Please see review the information below for the distinct guidelines for each side of the combined program, Financial Gifts and Time. Information about how to request support can be found in the section entitled "To Request Support through *Partner Match*."

Partner Match – Financial Gifts

What contributions are eligible?

- Must be a personal gift, from the partner's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$20. For gifts of installments, each installment must be submitted separately and meet the \$20 minimum gift requirement.
- Gifts must be personal contributions made directly to approved organizations.
- Gifts must be in the form of cash, check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.

What is not eligible for matching?

- Gifts from spouses or surviving spouses
- 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 purposes
- 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

Partner Match – Time

Getting Started

Any active partner may request that Starbucks support their community service efforts. Please note that an applicant must be an active partner at the beginning of his/her project, through the time a requested grant is paid. Only one partner may participate in a *Partner Match* community service project.

The partner is responsible for understanding the program guidelines, coordinating the project in conjunction with the benefiting non-profit and completing the *Partner Match* request online at www.cybergrants.com/starbucks/partnergiving. If you have questions about whether a project or benefiting organization qualifies, please contact CyberGrants.

Choosing a Project

Projects that directly serve a local community or the environment are supported by *Partner Match*. You may serve on a board of directors, mentor a student, redesign an organization's website...the choices are nearly limitless. For ideas, visit these websites: HandsOn Network (www.handsonnetwork.org), VolunteerMatch (www.volunteermatch.org) and IdeaList (www.idealists.org).

Some projects will not qualify. Such exclusions include, but are not limited to:

- Projects that do not directly involve a non-profit organization.
- Any project involving brewing or serving coffee.
- Time spent training for an event, such as a marathon. (Please note that time spent fundraising and participating in events does count. Similarly, for events that are several days long, only the time spent walking or riding can be counted.)
- Blood donation or other medical procedures.
- Foster parenting.

Request Considerations

First and foremost, *Partner Match - Time* is a community service program and the time partners give to local organizations is the main focus of the program. Because the hands-on time is of primary importance, grants should never be promised to an organization. You may let the organization know that you will be applying for a grant on behalf of your efforts, but you must not guarantee financial support.

Grants can be made only to 501(c)(3) public charities in the United States and Registered Charities in Canada. The organization that benefits from the hands-on volunteer time must also be the recipient of any grants.

Organizations not eligible to receive grants include:

- Political organizations.
- Religious organizations benefiting only those with like beliefs.
- Private foundations.
- Professional organizations.

Registration fees, fees for tables at fundraising events, board dues and membership fees are not covered through *Partner Match*.

The minimum hours threshold for donations begins at 25 hours. Grants are paid quarterly, based on the total number of hours volunteered:

- 25 to 49 hours volunteered will result in a \$250 grant
- 50 to 74 hours volunteered will result in a \$500 grant
- 75 to 99 hours volunteered will result in a \$750 grant
- 100 or more hours volunteered will result in a \$1,000 grant.

To Request Support through *Partner Match*

Within 12 months of making your donation or completing your community service project, log onto www.cybergrants.com/starbucks/partnergiving to record your contribution and request the corresponding match. Upon completing the partner portion of the form, you'll be prompted to send a verification request to the benefiting organization. From there it's the organization's responsibility to complete the process.

Eligible gifts are processed and matched to institutions on the following quarterly schedule:

<u>Complete form and</u>	November 1	<u>To be issued by:</u> December 15
<u>organizational verification</u>	February 1	March 15
<u>received by:</u>	May 1	June 15
	August 1	September 15

The maximum amount available per partner for *Partner Match* requests per fiscal year is \$1,500. If a partner makes several requests, gifts will be matched in the order of gift date, up to the maximum limit for the fiscal year.

Administrative Conditions

Starbucks Coffee Company and The Starbucks Foundation reserve the right to suspend, change, revoke or terminate *Partner Match* at any time. Additionally, The Starbucks Foundation shall be the sole judge as to the eligibility of projects and potential grantee organizations including whether their missions support Starbucks Guiding Principles. In all of the foregoing matters, the decisions of Starbucks Coffee Company/The Starbucks Foundation shall be final.

For more information and additional forms, please contact the Starbucks Partner Giving Programs via phone at 866-763-1815 or email at starbucks@cybergrants.com.



Questions? Please call 866-763-1815 or email starbucks@cybergrants.com.

www.cybergrants.com/starbucks/partnergiving