

Tellabs Guidelines

Below are the guidelines for this program.

[Matching Gift Program](#)
[International employee campaign](#)
[Restrictions](#)

Matching Gift Program

Tellabs may, in its sole discretion, contribute funds to nonprofit organizations that regular employees sponsor with cash or volunteer service. Organizations must be 501(c)(3) agencies (not classified as a private foundations), publicly supported institutions (such as schools), and others recognized by the Internal Revenue Service as institutions to which contributions are tax-deductible.

Cash Contributions: All donations made (either through Easymatch or made directly to the charity) are subject to a minimum match amount of \$25 and a maximum of \$1,000.00. There is a \$1,000.00 cap per employee, per calendar year. Requests must be received within six months from the date of the contribution.

[Back to Top](#)

International employee campaign

Due to considerable administrative costs, new suggestions for additional international organizations will be reviewed annually. At this time we have several dozen pre-approved organizations suggested by employees.

Currently, international employees may only give directly to charity. Donations will be paid to charities in their local currency.

[Back to Top](#)

Restrictions

The following payments are not eligible for a Tellabs matching grant:

- Donations for benefit events, raffle tickets or efforts that may involve value returned to the donor
- Dues or gifts to alumni groups, clubs, fraternities/sororities, political, veterans and trade organizations
- Gifts to churches, synagogues or other places of worship

- Contributions to organizations not operating for the benefit of the general public or with discriminatory practices
- Athletics (e.g., athletic programs, scholarships and community leagues)
- Tuition fees, loan repayments and payments in lieu of tuition
- Volunteering that is done during the employee's regular business hours
- Deferred gifts, bequests or pledges for payments not yet made

FAQs

[What is a matching gift?](#)

[Can international employees participate?](#)

[Is the international employee campaign different from the U.S. matching gift program?](#)

[Can I suggest a new charity?](#)

[Where can I get a matching gift request form?](#)

[How is my personal data protected?](#)

[When I make a contribution to the campaign, will my personal information \(e.g., name, address, phone\) be shared with the nonprofit I give to?](#)

[When will my gift be paid/matched?](#)

[How much will Tellabs match?](#)

[Who pays for the matching gift program?](#)

[What's the difference between giving my credit card donation through Easymatch and giving it directly to the charity?](#)

[Why does the charity have to verify that they received my gift?](#)

[If I make a donation through Easymatch, will a portion of my gift be used for administration?](#)

[I'm participating in a team event. Will Tellabs match the money I raise, even if it doesn't come from Tellabs employees?](#)

[What is my matching gift cap?](#)

[When does my gift count against my matching gift cap?](#)

[What is a FEIN/EIN?](#)

[If religious organizations are not eligible, why do I see churches in the list of matching gifts?](#)

[When is my gift receipted?](#)

[I wrote a check to my charity. What payment method do I enter?](#)

[How can I check the status of my gift?](#)

[What is Easymatch?](#)

[What is JK Group's role?](#)

[Who do I contact if I have questions about Easymatch?](#)

[What is a matching gift?](#)

A matching gift is Tellabs' charitable contribution given to double an employee's personal contribution. For example, if an employee gives an eligible gift of \$50 to a charity, Tellabs will "match" that contribution by giving another \$50 to the same organization.

[Back to Top](#)

[Can international employees participate?](#)

Yes. International employees have the option to request matches for gifts made directly to charities.

[Back to Top](#)

[Is the international employee campaign different from the U.S. matching gift program?](#)

Yes. International employees may only give directly to the charity.

[Back to Top](#)

[Can I suggest a new charity?](#)

Yes. First, look for the charity in the Organization Search. If your charity is not already in the database, you can submit it for review. You will need to provide the organization's name and address. You can request your match at the same time. It takes 7-10 business days to verify the information and add it to the database. Note: Due to considerable administrative costs, charity suggestions from international employees will be reviewed annually.

[Back to Top](#)

[Where can I get a matching gift request form?](#)

Verification forms are not necessary with Easymatch. Once you make a match request, Easymatch reaches out to charities for verification. The entire transaction takes place online, and you can track its progress in your activity history.

[Back to Top](#)

[How is my personal data protected?](#)

Easymatch will only communicate your personal information to charities to verify your gift. Otherwise the information is held in confidence.

[Back to Top](#)

[When I make a contribution to the campaign, will my personal information \(e.g., name, address, phone\) be shared with the nonprofit I give to?](#)

With the payroll deduction, you decide whether or not to release this information to the nonprofit. The default setting will release your name and e-mail address to the nonprofit. You can select to remain anonymous.

[Back to Top](#)

[When will my gift be paid/matched?](#)

Employee contributions and company matches are disbursed on the last day of each month.

[Back to Top](#)

[How much will Tellabs match?](#)

Gifts of money are matched on a 1:1 ratio, up to \$1,000 per employee per calendar year. Gifts of at least 15 hours of volunteer service per quarter will be matched with a grant of \$125, maximum \$500 per employee per calendar year.

[Back to Top](#)

[Who pays for the matching gift program?](#)

Tellabs funds the program -- the administration and matching contributions -- as part of our commitment to employees and to give back to the communities where Tellabs employees live and work.

[Back to Top](#)

[What's the difference between giving my credit card donation through Easymatch and giving it directly to the charity?](#)

There are differences you may want to carefully consider before making your credit card donation.

For all employees: If you give your credit card donation directly to the charity, it will be handled according to the nonprofit's policies and procedures. To receive a matching gift, you must enter your pledge information in Easymatch and indicate it as a "Already paid to charity" payment method. The advantage to this method is that your funds will be received by the charity sooner. In certain circumstances, the match may take longer, depending on how quickly the nonprofit verifies your gift.

For U.S. employees: If you give your credit card donation through Easymatch, your card will be charged within 1-2 business days. For security reasons, Easymatch will not store your credit card information. As an additional benefit to you and the charity, Tellabs will pay the credit account merchant fees, so your entire gift benefits your named charity. Tellabs disburses your funds and the matching funds with the next monthly distribution, which typically occurs four to six weeks after the close of each month.

[Back to Top](#)

[Why does the charity have to verify that they received my gift?](#)

It is best practice to follow this procedure. Most matching gift programs ask the nonprofit to certify that it has received the gift and it meets the company's guidelines for receiving a matching gift.

[Back to Top](#)

[If I make a donation through Easymatch, will a portion of my gift be used for administration?](#)

No. The entire amount that you contribute will go to the nonprofit you selected. We cannot, however, speak for how the gift is used once it reaches your selected charity. If you have any questions about that, you should ask the nonprofit directly.

[Back to Top](#)

[I'm participating in a team event. Will Tellabs match the money I raise, even if it doesn't come from Tellabs employees?](#)

Tellabs will only match eligible gifts made by Tellabs employees. Each employee will need to submit his or her own request.

[Back to Top](#)

[What is my matching gift cap?](#)

Tellabs will match eligible requests up to \$1,000 per employee, per calendar year.

[Back to Top](#)

[When does my gift count against my matching gift cap?](#)

The year in which you enter your pledge into Easymatch is the year it will be deducted from your matching gift cap. Each employee has a matching gift allowance of \$1,000 per calendar year.

[Back to Top](#)

[What is a FEIN/EIN?](#)

A Federal Employer Identification Number (FEIN) is an organization's equivalent of a person's Social Security Number (SSN). It is issued by the U.S. Internal Revenue Service, and Easymatch uses this information to verify charitable organizations.

[Back to Top](#)

[If religious organizations are not eligible, why do I see churches in the list of matching gifts?](#)

Charities that are organized exclusively for religious purposes are not eligible. However, religious organizations that serve the general public may be eligible. Examples include:

Those that provide social services (e.g., a soup kitchen located in a synagogue), Religious schools that have been accredited by the state in which they operate to provide a general curriculum (e.g., a Catholic high school). Schools that provide only religious education are not eligible, Groups that provide disaster relief services (e.g, The Salvation Army) Churches, synagogues, mosques and other houses of worship are otherwise not eligible.

[Back to Top](#)

[When is my gift receipted?](#)

The charity is responsible for issuing receipts. If you have questions about your receipt, contact the charity.

[Back to Top](#)

[I wrote a check to my charity. What payment method do I enter?](#)

Any form of payment made directly to the charity -- check, credit card or cash -- should be entered as "Already paid to charity" in Easymatch.

[Back to Top](#)

[How can I check the status of my gift?](#)

Easymatch enables donors to check the status of their gift at any time. Once you've logged into the system, click "Giving History" option, located on the left-hand navigation.

[Back to Top](#)

What is Easymatch?

Easymatch manages Tellabs Giving, which includes matching gifts, payroll deduction and volunteer grants. Easymatch is platform operated by JK Group, Inc., a New Jersey corporation.

[Back to Top](#)

What is JK Group's role?

Tellabs hired JK Group, Inc., to administer the Tellabs Giving Program. While Tellabs, Inc. is in control of policy and management issues, JK Group performs the day-to-day administrative tasks associated with the operation of the program via their platform Easymatch.

[Back to Top](#)

Who do I contact if I have questions about Easymatch?

Contact tellabs@easymatch.com or employee services at +1 (866) 846-9031.

[Back to Top](#)