



Employer Matching Gift Program

You can increase your donations to educational, environmental, civic/community and health/service institutions by participating in Turner Designs Matching Gift Program.

Eligible Contributors

The Matching Gift Program will match eligible contributions made by any active employee of Turner Designs.

Eligible Contributions

Contributions to qualified nonprofit institutions in the four categories listed below:

- Environmental
- Educational Programs
- Civic and Community
- Health and Human Services

All institutions must be located within the United States, be a tax exempt, non-profit organization recognized by the Internal Revenue Service as institutions to which contributions are deductible for income tax purposes.

Ineligible Contributions

- Membership dues
- Fees for services
- Any payment that affords the contributor or any other person a personal benefit such as gifts, services, tickets or products
- Bequests
- Political organizations
- Institutions or organizations whose purpose is to propagate a particular religious faith or creed
- Pooled contributions from more than one individual

Amounts Matched

Turner Designs will match \$1 for each \$1 of eligible employee contributions.

The Gift

Any gift of cash totaling \$25.00 to \$250.00 Up to \$250.00 fiscal year maximum. Matching Gifts will be mailed to the eligible institution on a monthly basis.

Form of Gift

A gift made by an employee must be in the form of cash, check or credit card. No other forms of personal or real property will be matched.

How to Participate

- Pick up the application form from the Human Resources Department or a soft copy is located in the lotus notes database under company documents/*Matching gift form*.
- Complete part I and part III of the form, forward with your contribution to the institution.
- A representative of the institution should complete Part II and return it to the address listed on the form.
- Turner Designs sends the matching gift to the institution after the completed form is received and verified.

Questions should be directed to the Human Resources Manager, (408) 212-4035. Email: gmcclena@turnerdesigns.com

Turner Designs may suspend, change or terminate this program at any time.