



The Clorox Company Foundation \_\_\_\_\_  
**Clorox Employee Higher Education Matching Gifts Program**

**Instructions:** In order for your gift to be considered for a Clorox Company Foundation Higher Education Matching gift, please fill out Section A only and send original form to Institution to complete Section B.. Make a copy for your files along with your gift to the eligible institution. Twice a year, The Clorox Company Foundation will match your gift that is acknowledged as received by your recipient institution. **Please note:** In order to match your gift, all documentation must be received by **October 1 and /or March 1** at the address below.

**Section A:**

**1. Employee Data** (Please print clearly)

Name: \_\_\_\_\_ Last 4 digits of your SSN: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Recipient Institution Data** (Please print clearly)

Institution Name: \_\_\_\_\_

Location: \_\_\_\_\_

City

State

Zip Code

**3. Gift Data** (Minimum - \$100;Maximum - \$5,000 per employee each fiscal year)

Amount of Gift: \$ \_\_\_\_\_ Date of Gift: \_\_\_\_\_

Form of Gift: Please indicate  Cash/Check  Securities # of shares and type \_\_\_\_\_

Your signature below authorizes the recipient institution to report this gift to The Clorox Company Foundation and to apply for a matching gift under its Clorox Employee Higher Education Matching Gifts Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B:** (To be completed by the recipient institution)

Typed name of person authorized to receive funds \_\_\_\_\_ Federal Tax Identification Number (EIN#) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Indicate complete address where gift should be mailed: \_\_\_\_\_ Amount of Gift received: \$ \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The signature of the institution's representative below affirms that the gift listed above has been received in the form indicated and amount of the gift noted matches your records.

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the original form to: **The Clorox Company Foundation Higher Education Matching Gifts Program P.O. Box 8327, Princeton, NJ 08543-8327.** Phone: 1-800-480- GIFT or email [clorox@easymatch.com](mailto:clorox@easymatch.com)

# Clorox Employee Higher Education Matching Gifts Program Guidelines

The Clorox Company Foundation supports a matching gifts program that gives eligible donors the opportunity to increase the amount of support given to their favorite college or university. An eligible donor may make a contribution to an accredited college or university and request The Clorox Company Foundation to make a matching donation up to \$5,000 a fiscal year. Generally, if the donor's contribution adheres to the Higher Education Matching Gifts Program's guidelines the gift will be matched. However, The Clorox Company Foundation does reserve the right to approve or not approve any request.

## Donor Eligibility:

- Full-time, North American employees of The Clorox Company and subsidiaries who have completed one (1) continuous year of service
- Retired employees and current/retired Clorox Company directors

## Institutions Eligible:

- Any two-year or four-year college, university, and graduate or professional school located in the United States, which has regional or professional accreditation.
- Any Alumni fund or foundation which is certified by the chief administrative office of the institution with which it is connected as 1) an integral part of the institution or 2) one which will transmit all contributions directly and undiminished to the institution or 3) one which will use all contributions for the institution's direct benefit.
- The recipient institution must be located in the United States and be tax exempt with a Section 501(c)(3) in its own name or be an instrumentality of a state or local government as provided by Section 170(c)(1) of the Code. The recipient institution must be recognized by the IRS as a charitable deduction for income tax purposes.

## Institutions Not Eligible:

- Athletics and/or athletic scholarships
- Non-accredited colleges or universities

## Gifts to be matched:

- Donor's gifts will be matched on a dollar-for-dollar basis, subject to the following limitations:
  - Gifts must be \$100 or more.
  - The maximum amount to be matched is \$5,000 annually per Clorox Employee /Retiree per fiscal year.
  - The contribution must be paid in full, not pledged.
- More than one gift can be made to an eligible institution during a fiscal year. Forms must be submitted by October 1 and/or March 1.
- Gifts may be made in cash, check, or in securities that have a quoted market value.

## Ineligible for Matching:

- Unpaid pledges (only paid contributions will be matched)
- Pledges made through the Clorox G.I.F.T campaign
- Gifts made under wills or bequests
- Gifts made in lieu of tuition or payment of service
- Dues paid to alumni(ae) groups
- Subscription fees for publications
- Tickets or payment for benefit functions
- Insurance premiums
- Any other payments that are not direct gifts to an institution, e.g., payments for auction merchandise
- Other in-kind gifts (property, equipment, etc.)

## The Clorox Company Foundation matches are paid November and April of each fiscal year:

<i>Complete Form Received by:</i>	<i>Will Be Processed by:</i>
October 1	November 30
March 1	April 30