

The Clowes Fund, Inc.

EMPLOYEE MATCHING GIFTS

In the spirit of encouraging charitable giving and encouraging the work of its staff, The Clowes Fund will match gifts made by its employees. Employees who work fulltime (defined by Department of Labor standards as at least 30 hours/week) are eligible after the first year of employment. Matching gifts may only be made to qualified charitable organizations as defined within IRS section 501(c)(3), within the Fund's established areas of interest and guidelines. In any calendar year, gifts may be matched dollar for dollar up to a maximum of \$1000 total for each employee. The maximum match for a single gift or organization is \$500 per calendar year. The employee must submit documentation to verify the matching contribution.