

Textron Matching Gift Guidelines

Eligible Participants

Any full-time employee or member of the Board of Directors of Textron. Part-time, temporary and retired employees are not eligible. Gifts from spouses and other family members and gifts made jointly by several individuals are not eligible for matching funds.

How the Program Works

Textron will match contributions (gifts must be paid, not pledged) between \$25 and \$7,500 per individual, per calendar year, to eligible institutions at a 1:1 ratio, for a maximum Textron contribution of \$7,500. An individual may attain their \$7,500 limit by giving a one-time \$7,500 contribution or by making several smaller gifts. Gifts must be made directly from the employee's/director's own funds to approved institutions. Contributions must be paid by check or negotiable securities that have a publicly listed market value. The value of securities will be determined based upon the closing market price on the date of the gift. No other form of personal or real property, gifts in-kind, materials, gifts made by will or similar mechanisms, or supplies will be matched. Matching gift requests must be registered within 90 days of the date of the gift. Contributions made on or before December 31 will be credited to an individual's limit for that calendar year. All contributions are checked against these guidelines.

Eligible Organizations

All institutions must be located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)3 of the IRS Code.

1. Arts & Cultural Organizations – U.S. organizations that are supported primarily by funds from the general public such as museums, orchestras, public libraries, performing arts centers, dance companies, and public broadcasting are eligible
2. Schools – U.S. universities and colleges, junior colleges and private secondary schools (grades 9 - 12) if accredited by an appropriate regional or professional accreditation association. Public high schools (grades 9 – 12) are eligible **only if** the school has an established foundation to receive funds on behalf of the school. Alumni funds, alumni foundations or alumni associations are also eligible if they are an integral part of the school transmitting **all** contributions to the school.
3. Environmental, Conservation and Wildlife Organizations – Agencies that seek to protect the environment, conserve natural resources and habitat and protect endangered wildlife such as the Audubon Society, Nature Conservancy, Sierra Club and World Wildlife Fund are eligible.
4. Hospitals – General or specialized nonprofit hospitals located within the U.S. that

are accredited by state licensure and the Joint Commission on Accreditation of Healthcare. Note that nursing homes, state institutions and human service agencies (such as the American Cancer Society and Heart Association) are **not** eligible.

Ineligible Gifts

- Dues or gifts to alumni groups which are not distributed to the eligible schools
- Amounts payable as dues, subscription fees for publications, tickets or merchandise purchases, and membership dues
- Payments that cover the cost of services, tuition, books or student fees
- Gifts to sororities, fraternities, clubs promoting sports and college associations
- Donations to seminaries and theological schools

How to Request a Matching Gift

There are two vehicles you may use to request a matching gift:

1. Via the Web (*Preferred method*)

- *The employee*
 - Enters the information via Textron's intranet site through "You and Textron"
- *The recipient organization will then be notified via email to verify the employees gift*

2. Manually

- *The employee/director*
 - Completes part 1 of the form
 - Mail the original form with the donation to the eligible institution of your choice
- *The recipient organization*
 - Completes Part 2 of the original form
 - The authorized officer of the eligible institution verifies the donation, signs the application and returns the original form to the Textron Matching Gift Program, P.O. Box 8809 , Princeton, NJ 08543-8809 .

Eligible gifts are processed and matched to institutions on the following quarterly schedule. Incorrect or incomplete forms are delayed while the required information is

obtained.

Applications Received by: Matching Gifts Paid by:

March 1

March 31

June 1

June 30

September 1

September 30

December 1

December 31

The Textron Charitable Trust reserves the right, for any reason and at any time, to decline a matching gift request to any institution or terminate a person's participation in the Matching Gift Program without liability to any individual or organization. It further reserves the right to audit an institution's records and to terminate, suspend or modify the Matching Gift Program, or to take whatever action is deemed appropriate where a violation is identified and documented.