



Giving Charitable Contributions

What is the giving! program?

The **giving!** program supports employees whenever, wherever and however they choose to give back to the communities where they live and work. This program encompasses both employee volunteering and employee giving.

- UnitedHealth Group, through United Health Foundation, doubles employee donations to nearly all nonprofit organizations
- Employees can contribute via **giving.uhg.com** and receive a matching contribution, 365 days a year
- When employees track 30 hours of volunteer time, they automatically earn \$500 to donate to the nonprofit(s) of their choice

Who is eligible to participate?

All employees of UnitedHealth Group, including those on leave of absence, are eligible to participate. Contracted employees and employees of some recently acquired or merged companies are not eligible for the program.

Why should I donate through UnitedHealth Group?

When you give, we give. Giving through **giving.uhg.com** doubles your impact to the causes you care about most. Beyond the 1:1 match, giving through UnitedHealth Group also enables you to learn more about charitable organizations serving the community, and provides the ease and convenience of payroll deduction.

How do I make a donation?

It's easy. Visit **giving.uhg.com** to find your organization of choice, or search by cause areas that speak to your passion.

Is there a minimum donation?

No gift is too small. No matter how much you give, United Health Foundation will match your donation to eligible nonprofit organizations.

How do I find an organization?

Using the search tool on **giving.uhg.com**, you can find charitable organizations or causes using keywords or names. If you still can't find what you're looking for, contact the program administrator at **support@benevity.org**.

Will my donation be matched?

United Health Foundation will match all eligible contributions, 365 days a year. The number of organizations eligible for the match includes nearly all nonprofits, except for religious and political organizations. To be eligible for a matching gift through **giving!**, an organization must be:

- Recognized as non-profit, tax-exempt organization or public charity by the appropriate local governing body (for example, in the U.S., this is the Internal Revenue Service which dictates which organizations are eligible under Code 501(c)(3))
- An accredited public or private college, university or K-12 school
- A governmental unit benefiting the public, such as a library, under 170(c)(1)
- Faith-based organizations are eligible if the program primarily provides social services

Using the search tool on **giving.uhg.com**, nonprofits eligible for the match have a green **Matching Offer** tag next to their name.

How can my organization become match eligible?

You can request a review of an organization by using the **Nominate a Cause** form on giving.uhg.com. Once the review process is complete, you will receive an email notification with the status of your request.

Can I request a match for donations I've made directly to a nonprofit organization?

Yes. Use the **Request a Match** tool on giving.uhg.com to request a match for personal donations you've already made directly to a charity. Donations made using borrowed funds are ineligible for the match.

Do I have to participate?

Giving of your time, talent and money is a personal decision and participation in the **giving!** program is entirely optional.

Can I give anonymously?

Yes. During the donation process, simply click **Postal/Zip** under the **Privacy Settings** section. This will ensure that no personal information is shared with the organization.

Are my donations tax deductible?

Tax deduction rules vary by country. Donations made by U.S. employees to U.S. nonprofit organizations are 100 percent tax deductible. For additional details, please speak to a tax professional or visit the IRS website.

When does an organization receive my donation?

Our program administrator distributes donations via the American Online Giving Foundation (AOGF), a registered 501(c)(3) that acts as a donor-advised fund. Payroll donations are disbursed two months following an employee's election. Credit card and PayPal donations are disbursed within a month following processing.

Charities can access their Causes Portal at causes.benevity.org to view current fund disbursement data and detailed donor reports. Once they've accessed the Causes Portal they will be able to determine the source of the donation. If your organization is having difficulty accessing their Causes Portal, please have them email causes@benevity.org to obtain assistance.

How much of my donation goes to the organization of choice?

One hundred percent of employee donations go to the charitable organization. For credit card or PayPal donations, standard processing fees do apply and are deducted from your overall contribution.

Processing fees are applied to the match/corporate-funded donations only. This processing fee covers the administrative aspects of donations (e.g., receipting, processing and communicating with nonprofits).

What payment methods can I use?

There are a number of ways to donate. Through giving.uhg.com, employees can set up recurring or one-time payroll deduction, or make a contribution via credit card or PayPal.

How can I see how much I've given?

On giving.uhg.com, you'll find an easy-to-use dashboard that displays when, where and what you've given. Your match will also be displayed. Additionally, you can print receipts by clicking **Donation Receipts** in the **My Dashboard** section of the site.

For Employees Outside the U.S.

Does this site work for employees outside the U.S.?

Yes. All employees can access giving.uhg.com to make charitable donations. Employees in Australia, Canada, India, Ireland and the U.K. can donate to eligible charities on their respective country's registered list. Employees outside of these countries can donate to numerous global projects and causes by clicking **International Projects** located under the **Make a Donation** tab on the menu bar.

How are different currencies handled?

A currency converter tool is available when you make your donation. You enter an amount and select your local currency. Credit card and PayPal donations will be charged in U.S. dollars, and you may incur a small fee from your bank.

Volunteering Your Time

How do I find and sign up for volunteer opportunities?

1. To get started, visit **giving.uhg.com** and click on the **Volunteer** tab.
 - Browse **Featured Volunteer Opportunities** across the top of the page
 - Click on the **Interactive Map** to see a map with available opportunities in your area
 - Click **View All Opportunities** and use the **Filters** on the left side of the page to narrow results by region, date, skills or interests
 - Enter the name of a charity or activity in the search field under **Find an Opportunity** and click **Search**
2. Click the name of a **Volunteer Opportunity** or the **View Details** link to learn more about a specific opportunity.
3. Click **Sign-Up Now** to register and take part in the volunteer opportunity you've chosen.

How do I track my volunteer time?

To track volunteer time for an opportunity you signed up for on **giving.uhg.com**:

1. Find the volunteer opportunity that you participated in and click the **Opportunity Name** or the **View Details** link.
2. Click the **Track Time** button under the opportunity name.
3. Complete the form provided with the hours, date and any comments.
4. **Confirm** and **Submit** your volunteer time.

You can also track time for volunteering you've done on your own on **giving.uhg.com**:

1. Click the **Volunteer** tab.
2. Click **Track Volunteer Time** just below the **Volunteer** tab or scroll down the page and click the **Track Time** button in the bottom right corner.
3. Complete the form provided to tell us about your volunteering — include the name of the organization where you volunteered, and the hours and date you volunteered.
4. **Confirm** and **Submit** your volunteer time.

How do I earn giving! rewards?

When you track 30 hours of volunteer time on **giving.uhg.com**, you'll automatically earn \$500 to donate to the nonprofit(s) of your choice. Once the \$500 has been placed in your Giving Account we will send you an email with information on how to allocate your **giving!** rewards on **giving.uhg.com**. You'll have one year to allocate your funds.

I've tracked 30 volunteer hours but haven't seen a \$500 credit to my Giving Account yet. When should I expect to receive my giving! rewards?

You should see a \$500 deposit in your Giving Account the month after you track your 30th volunteer hour on **giving.uhg.com**. For example, if you finished tracking 30 hours in January, you will have \$500 deposited in your Giving Account by the end of February. You can access your Giving Account and allocate your **giving!** rewards at **giving.uhg.com**.

What if I have further questions about the giving! program?

Please reach out to our **giving!** website support team at **support@benevity.org** if you have any further questions about the **giving!** program.