

COMMUNITY MEDICAL CENTER GIFT MATCH PROGRAM



Through the Gift Match program, Community Medical Center recognizes the importance of your personal contributions to non-profit organizations that matter to you.

Eligible CMC employee donations may be matched 1:1 up to a maximum of \$250 in each calendar year (minimum donation is \$25) to eligible non-profit organizations. The maximum can be met by donations to multiple non-profit organizations.

In order to participate, you must be a current employee of Community Medical Center on the date(s) the gift was made and registered. Contract & subsidiary employees, as well as non-employed providers are not eligible to participate.

You will need to complete three simple steps to participate in the gift match program. Then the recipient organization will also need to do three simple steps to confirm the gift.

Donor Gift Registration:

- Step 1: Make the contribution directly to the eligible organization.
- Step 2: After making your donation, go to news.communitymed.org and select Gift Match Program.
- Step 3: Complete the gift match form with your monetary gift and a contact email for the recipient organization. This must be done by January 31 following the year you made the donation, but can be done any time up until that deadline.

Recipient Organization Confirmation:

Non-profit organization must complete the online form and an authorized official of the charity must verify the donation.

Payments to eligible organizations will be made on a monthly basis.

Community Medical Center regularly evaluates the program to ensure the process adheres to stated guidelines and our commitment to corporate citizenship, including periodic reviews of organizations receiving matching funds from our programs.

The following types of organizations in the U.S. may be eligible to participate in this program:

Eligible Organizations:

- Recognized by and registered with the United States IRS as a 501 (c)(3) charitable organization; or
- Accredited Public PreK-12 Schools or School Districts in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States; or
- Accredited Public or Nonprofit Colleges and Universities in the United States to which contributions are tax deductible under the Internal Revenue Code of the United States.

Ineligible Recipient Organizations:

Ineligible organizations include, but are not limited to the following (please note that this list may be expanded or amended at any time):

- Political organizations (partisan organizations or those supporting specific candidates or legislation);
- Religious organizations (churches, synagogues, mosques, ministries, seminaries and other houses of worship), or other organizations primarily promoting religious purposes;
- Supporting organizations and organizations with a 509a3 tax status;
- Organizations that do not comply with Community Medical Center's non-discrimination policy; and
- Organizations outside the U.S. that have not been included in the pre-approved list of eligible recipient organizations.

What contributions are eligible?

- To be eligible for this program, your gift must be a personal gift, from your personal funds, which has been paid and not simply pledged and must be made directly to the approved organization;
- The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement. The maximum gift amount for a calendar year per employee is \$250; and
- Gifts must be in the form of check, credit card or marketable securities.

Gifts that are not eligible for the gift match program include:

- Bequests;
- Gifts that have payments back to the donor or another person (e.g., charitable gift annuities; pooled income funds, etc.);
- Contributions from the eligible donor's family

foundations, donor advised funds or irrevocable gifts;

- Dues or gifts to national or local alumni groups, nonprofit board dues, clubs, fraternities or sororities;
- Insurance premiums or other such payments not made directly to eligible organizations, even though such payments produce financial benefit for the organization;
- Donations for benefit events, raffle tickets, or other such fundraising efforts that may involve some value returned to the donor, and
- Special event fundraising, including galas, tournaments, charity athletic events, tickets, tables or advertising for fundraising.

Community Medical Center may suspend, revoke, amend or terminate this program at any time. CMC's Human Resources Executive Director shall determine the interpretation, application and administration of this program.

If you have any questions or concerns prior to making your initial contribution, please contact Julie Emmett at jemnett@communitymed.org or by phone at (406) 327-4565.