



## Matching Gift Program

Approved 12.13.2023

### **Objective:**

The Nelson-Jameson Foundation, Inc. (Foundation) supports charities that are important to our employees. Civic engagement and social responsibility are part of Nelson-Jameson's (NJ) culture. As such, the Foundation will match gifts made by an employee to a legal 501c3 charity, tribal organization or school as outlined below.

### **Eligibility:**

1. Employees must be full time or part time status, as defined by the NJ handbook, and be employed for more than 31 days. Seasonal employees and interns are not eligible for the Matching Gift Program.
2. Gifts must be between \$50 - \$1,000.
3. Gifts must be made to a legal 501c3 charity, tribal organization or school (including parochial schools) and must align with or complement the values of NJ. Note: fees for school activities, tuition, sports fees or other required payments do not qualify for match.
4. Donations will be matched by the Foundation one dollar for every dollar contributed by the employee, up to \$1,000 in a fiscal year (October 1 – September 30). Select charities will have a two dollar match from Nelson-Jameson Foundation as determined by the board.
5. Employees may request matching gifts for up to two charities per fiscal year.
6. Employees must complete the Matching Gift Form found online. A copy of the tax receipt or copy of the check (with account numbers blocked off) must be included with the submitted form.
7. Notification that the gift from the Nelson-Jameson Foundation is being sent in your honor will be noted when the matching gift check is sent to the organization. Please let the Foundation know if you do not want it noted as such.
8. The Foundation is unable to match donations for political or religious purposes (i.e. churches).
9. NJ supports United Way gifts with an automatic employee match per dollar contributed, so additional matching gifts to United Way are not allowed via this policy.

### **Process:**

Employees fill out the online Matching Gift form and attach a copy of the tax deductible receipt or a copy of the check along with the form submission. When the matching portion is sent to

the charity, it will note it was made in the employee's honor as part of Nelson-Jameson's matching gift program.