

## Anchor QEA Matching Gift Program Summary



**PURPOSE:** Anchor QEA LLC's Matching Gift Program is designed to encourage employees to support non-profit organizations that support various important causes we care about. Simply stated, matching gift programs encourage us all to give on an individual level through AQ's offer to match each cash donation.

**Who is Eligible?** Any regular full time employee working more 25 or more hours per week with a minimum of one year of service.

**How Much Does AQ Match?** Minimum of \$25 cash donation matched on a prorated basis that considers the level of matching gift requests and the established company annual maximum. For example, if our annual budget is \$40,000 and there are 200 requests that average \$200 each, then Anchor QEA would match on a 1:1 basis.

### Which Organizations are Eligible?

- Any 501(c)(3) nonprofit organizations that support:
  - o Arts/culture
  - o Civic
  - o Education
  - o Environment
  - o Healthcare

### Exclusions \* are contributions that are:

- Pooled by a group of employees or made with funds provided by other individuals, inside or outside the company;
- Made for the private benefit of the donor or individuals designated by the donor. These include payments that cover the donor's cost for tuition, books, student fees, or other services and payments that have material benefit of direct value to the donor, such as ticket purchases, subscription fees or other benefits;
- To religious organizations whose principal purpose is to promote a particular religious faith or creed. This includes contributions to specific programs that operate under the sponsorship and tax exemption of a religious organization;
- Intended to fulfill pledges, tithes or other religious-related financial commitments;
- Of real or personal property, insurance premiums or bequests;
- To individuals or private foundations;
- To social fraternities or sororities, or gifts to political groups or individuals;
- Previously pledged but not yet paid;
- Matching Gift forms received more than one year after date of the gift.

*\*AQ may re-evaluate in late 2012*

**Do We Provide Match on Volunteer Time?** Not at this time

### How Do I Submit for a Matching Gift?

1. Part A of donation form should be filled out by employee and mailed with your contribution to the organization.
2. Part B should be filled out by the recipient organization and then mailed to:  
Anchor QEA, LLC  
720 Olive Way, Suite 1900  
Seattle, WA 98101  
Attn: Accounts Payable – Matching Gift Program
3. AQ receives completed form from recipient organization (Part B), and makes matching contributions directly to charitable organizations semi annually (August and December).

**Note:** Matching donations will not be processed until AQ receives confirmation receipt that employee donation has been received by organization. Organizations that listed under "exclusions" will not receive the contribution.

Attachment: Anchor QEA Matching Gift Form