



## **Coworker Matching Charitable Gifts**

*updated 03/05/2015*

CDW is proud to be a company recognized as a good corporate citizen. Through CDW's Matching Charitable Gifts Program, the company allows our coworkers to participate in directing our corporate contributions.

### **PROGRAM GUIDELINES**

#### **Who may participate?**

- Active, full-time coworkers who have completed three months of service and who are actively employed at the quarter end when matches are reviewed.
- Active, part-time coworkers who have completed three months of service and who are actively employed at the quarter end when matches are reviewed.
- Spouses, retirees, and members of the Board of Directors are not eligible.

#### **What contributions are eligible?**

- Non-profit organizations located in the United States or one of its possessions and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code.
- Gifts must be paid, not pledged, and must be the coworker's own money and not collected from others.
- The minimum gift eligible for matching is \$25. Cumulative gifts of lesser dollar amounts that are submitted together to equal \$25 or more are not eligible.
- The maximum amount matched per coworker per year is \$2,000. If the coworker makes several contributions, gifts will be matched in the order received, up to the maximum annual coworker limit.
- Gifts must be in the form of cash, check, or credit card. Merchandise or other in-kind gifts are not acceptable.
- You may be asked to provide proof of your contribution in the form of a cancelled check or certified receipt from the organization.
- Determination of an organization's initial and continuing eligibility will be at the sole discretion of CDW.

#### **What contributions are NOT eligible for matching?**

- Extra-curricular activities including sports, band, travel, field trips, etc., of private or public elementary schools, high schools or higher-education institutions and athletic/sports groups such as Little League teams.
- Athletic scholarships and academic scholarships that benefit the coworker donating.
- Payment for books, tuition, student fees, dues to alumni groups, tickets, memberships, amounts paid as subscription fees for publications, unpaid pledges, gifts to third parties (even if directly benefits the organization), or anything else for which the participant receives any personal benefit.
- Gifts to organizations whose purpose is to propagate a particular religious belief or evangelistic effort or gifts to houses of worship.
- Gifts to organizations whose purpose is to support political goals and initiatives including lobbyist activities.
- Gifts to organizations that CDW deems as controversial in nature.
- Insurance premiums or bequests or life income trust arrangements.
- Gifts of real or personal property.
- Cumulative gifts from several individuals reported as one contribution.

#### **How does the program work?**

- Go to [CDW Angelpoints](#)
- For the instructions on using Angelpoints, click [HERE](#) to go to the user guide on CDW's Community Relations page on CONNECT

## **ADMINISTRATIVE CONDITIONS**

CDW matches gifts at a 1:1 ratio.

We review matching gifts and submit payment to the outside vendor for approved matches the month following the quarter end. Once the outside vendor receives payment, the charitable organizations are paid for any matches approved. This process takes approximately 45 days after quarter end. You must be actively employed at the time matches are reviewed and submitted for payment to qualify for a matching gift.

Matching Gifts must be requested within one year of the gift date. Requests received after that time will not be honored.

CDW will make all final determinations as to the eligibility of participants, gifts and recipients.

Matching Gifts are not intended to supplement coworkers' fundraising endeavors but are an additional gift to the charities that our coworkers support.

Checks will be mailed directly to the organization.

Organizations approved in the past may not qualify for the CDW Matching Charitable Gifts Program in subsequent years if new information is received regarding the loss of their tax status or change in their mission or their programs that indicate the organization now falls outside of the CDW Matching Gift Program guidelines. **This program is subject to change without notice.**

If you have any questions, please contact: [donations@cdw.com](mailto:donations@cdw.com).