



Matching Gifts Program Guidelines

The DCP Midstream Matching Gifts Program is a generous program designed to honor employee interests. We wish we could support every corporate sponsorship request we get, but unfortunately, just like our own personal giving, we have to choose based on priorities and what makes most sense to DCP. We encourage you to use the matching gifts program as a way to fulfill your personal interests. In 2013, DCP matched \$235,000 in employee gifts to qualifying organizations. Thank you for helping us support your local communities.

The DCP Midstream Matching Gifts Program matches, dollar for dollar, donations of \$50 or more made by eligible employees, up to \$5,000 per calendar year to qualifying organizations.

Eligible Participants

- Full-time DCP Midstream and DCP Midstream Partners employees who have worked at least 30 days;
- Part-time DCP Midstream and DCP Midstream Partners employees who have worked for at least one year with the company; and
- DCP Midstream Partners board members.
- DCP employee spouses or survivors are not eligible participants.

Criteria for Qualifying Organizations

- Located in the United States;
- Recognized by the U.S. Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS code or an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the IRS Code; and
- Fall into one of the following categories: colleges and universities, private and public elementary and secondary schools, educational foundations, arts, culture and humanities, libraries, public radio/television, medical disease research, nonprofit hospitals/hospices, civic and environmental, animal and wildlife welfare, food banks, and emergency and first responders.

Eligible Contributions

- Must be a personal gift from the donor's (employee's) personal funds, which has been paid directly to approved institutions and not simply pledged.
- The minimum gift DCP will match is \$50.
- The \$50 minimum can be met by making several payments in a one-year period but cannot be matched until gifts equal \$50 or more. Submit your match request after your total meets the minimum contribution of \$50.
- The maximum amount matched per employee per calendar year is \$5,000.
- The donor's limit is based on the date of the gift.
- Gifts must be in the form of cash, check, credit card, or marketable securities with a quoted market value. Gifts of securities are valued based on the closing price on the date of contribution.

Ineligible Contributions

- DCP Midstream reserves the right, in its sole and absolute discretion, to refuse payment of a matching gift to any nonprofit organization, if it believes or determines that an organization's actions or values are not aligned with the company's business or philanthropic goals, Equal Employment Opportunity (EEO) statement, or any other DCP policy;
- Any contribution that results in a personal benefit or privilege to the donor, the donor's family or anyone designated by the donor;

- Gifts for building construction or maintenance;
- Gifts to a Parent Teacher Association (PTA), Parent Teacher Student Association (PTSA), Parent Teacher Organization (PTO), Parent Advisory Council, booster club, or similar organizations;
- Donations to athletic funds, athletic foundations, athletic facilities, or athletic scholarships;
- Alumni(ae) dues or dues for similar groups;
- Tuition payments, contributions made in lieu of tuition or fees, tickets, dues, meals, parking or other benefit;
- Subscription fees for publications;
- Gifts of real estate or personal property;
- Gifts to religious organizations (including outreach and secular programs);
- Gifts or payments for primarily political or religious purposes;
- Membership dues for which benefits are received; and
- Contributions made with money given to the donor by a third party with the understanding that the donor would make a contribution to a specific institution. This includes
 - Cumulative gifts from several individuals reported as one contribution;
 - Bequests; life income trust arrangements; charitable remainder trusts; any gift that restricts the immediate use of funds by the U.S. nonprofit; and
 - Insurance premiums.

Website and Payment Overview

The employee should visit [giving2gether](http://giving2gether.com). *giving2gether* offers web-based tools to make your charitable giving experience more convenient to manage and easier to track. The website is managed by DCP’s matching gifts administrator.

Through *giving2gether* you can request a company matching gift for a donation made to an eligible charity and track your personal giving and matching gift history. Matching gift contributions will be designated for the same use as the employee’s gift. If there is no designation from the donor, the corporate matching gift will be undesignated.

Eligible gifts are processed and matched to institutions on a quarterly schedule. Matches are only dispursed once the organization has verified the donation was received by the employee. This can delay payment.

Employee match requests submitted by:	DCP matches typically paid in:
End of Q1 (March 31)	Q2 (April, May, June)
End of Q2 (June 30)	Q3 (July, August, September)
End of Q3 (September 30)	Q4 (October, November, December)
End of Q4 (December 31)	Q1 (January, February, March of the following calendar year)

Gift Time Limit

Gifts must be registered within one year of the date of payment by cash, check, credit card, or traded securities. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched in the quarterly cycle. No off-cycle requests will be paid.

Contact Information

Questions about *giving2gether* functionality or processes will be handled by the matching gifts administrator. Contact the administrator at dcpmidstream@easymatch.com or 1-866-567-9133. Direct other questions to DCP Public Affairs.

DCP Midstream reserves the right to suspend, change, revoke, or terminate this program at any time. No obligation to any recipient organization is imposed upon or accepted by DCP by reason of the matching gifts program. Inappropriate use of the matching gifts program by an employee or participating organization may result in loss of the privilege to participate in the program.