



Employee Matching Gift Program Overview

Crown Family Philanthropies (CFP) encourages employees to triple their support to their select not-for-profit organization(s), charitable/cultural institution(s) or school(s). By participating in the Employee Matching Gift Program, every dollar of your personal contribution is matched with two dollars by CFP. For example, your gift of \$50 will qualify for a \$100 CFP match, which makes the total contribution \$150.

How to Participate

- Step 1** Confirm both your eligibility to participate and the recipient organization's tax status.
- Step 2** Complete and sign the Employee Matching Gift Form.
- Step 3** Include official receipt or documentation of your contribution. This may be a copy of a cancelled check (both sides), online credit card receipt, copy of credit card statement or an official statement from the organization acknowledging your contribution for tax purposes.
- Step 4** Send the form and receipt to CFP. The deadlines for CFP to receive completed forms are **JANUARY 15th and JULY 15th**. E-mail is preferred.
- Step 5** After CFP receives your completed and signed form, as well as proof of contribution, a check is released to match your personal contribution. Checks are sent on a semiannual basis.

Eligibility

- Full-time employees with Henry Crown & Company, CC Industries, Longview Asset Management, or Crown Community Development with a minimum of one year of continuous service are eligible to participate.
- Organizations must be recognized by the IRS as a tax-exempt institution and/or have written certification of their 501(c)(3) not-for-profit status.
- The minimum personal contribution is \$50 and maximum total per year is \$2,000.
- Checks from joint accounts are acceptable as long as the employee's name is listed on the check.
- Gifts must be actual payments – cash, checks, money orders or credit card – not pledges or in-kind contributions.
- Any portion of your contribution that results in receiving any goods or services is NOT eligible.

Frequently Asked Questions

- **What is a gift restriction?** A gift restriction is when an employee decides to limit his or her contribution to a certain time frame, program/project or specific use.
- **Are pledges for marathons considered eligible?** Yes, marathon (as well as walkathons, bikeathons, etc.) contributions are eligible as long as the proceeds go to a certified 501(c)(3) organization.
- **Can I submit forms for multiple organizations?** Yes, you may submit contributions and forms for multiple organizations as long as each form has a minimum personal contribution of \$50 and does not exceed a total personal contribution of \$2,000 within a calendar year.
- **What if I make an electronic contribution?** Print the confirmation of your transaction and submit to CFP with the form.



Employee Matching Gift Program Form

Employee must complete and send to CFP along with receipt/official documentation of your contribution.

Employee Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone: _____ Years of Employment: _____

Date of Your Gift: _____

Your Gift Amount (Minimum \$50) \$ _____

Portion of Your Gift Amount to be Matched (Minimum \$50/Maximum \$2,000) \$ _____

Crown Match (2:1 Match = \$4,000 max per year) \$ _____

Total Contribution (Designated Portion of Your Gift + Crown Match) \$ _____

Gift Restriction (If applicable, please provide explanation): _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

I have read the Employee Matching Gift Program Overview and certify that my contribution qualifies for a matching gift.

Employee Signature

Date

Please email completed form and contribution verification to Erica Eisner, Grants Manager, at: eeisner@crow-chicago.com. If necessary you may mail to: **Employee Matching Gift Program, Crown Family Philanthropies, 222 North LaSalle, Suite 2000, Chicago, Illinois 60601, Attn: Erica Eisner**. After CFP receives this documentation we will send the matching gift to the organization. If you have any questions, please contact Erica at 312-899-4947.