

 **Kimberly-Clark Foundation, Inc.**
COMMUNITY PARTNERS PROGRAM GUIDELINES

The Kimberly-Clark Foundation Community Partners program honors your efforts to improve our communities. The Foundation will recognize the volunteer efforts of employees and their spouses or domestic partners by making \$500 grants to the charitable organizations to which they give their time.

How does the program work?

- 1) Volunteer at least 30 hours with a qualified charitable organization within a calendar year.
- 2) Submit an online Community Partners application at www.givingprograms.com/kcc no later than December 31 of that same year.
- 3) The Kimberly-Clark Foundation will verify your volunteer work with the organization.
- 4) The Kimberly-Clark Foundation will pay the grant directly to the organization during the next regularly scheduled quarterly payout.
- 5) When the grant is paid, you will receive notification via mail or email. (Log in to your account on the Matching Gifts / Community Partners website and click on 'My Account' to view your notification options.)

Who is eligible to participate?

Regular full-time employees of Kimberly-Clark Corporation and its U.S. subsidiaries and their spouses or domestic partners.

What organizations are eligible?

- Tax-exempt U.S. charitable organizations granted 501(c)(3) status by the Internal Revenue Service.
- Boy Scout and Girl Scout Troops sponsored by a 501(c)(3), 501(c)(4) or 501(c)(8) organization.
- Preschools and day care facilities that have 501(c)(3) status or are part of an eligible K-12 school.
- Public, parochial or private K-12 schools.
- Tax-supported organizations that are part of local government.
- Each organization can receive a maximum of 10 grants totaling \$5,000 per calendar year.

How do I qualify for a grant?

- The employee or spouse / domestic partner must perform at least 30 hours of volunteer work with a single qualified charitable organization. The 30 hours must be completed by one person within one calendar year.
- The volunteer must have completed the work, not merely be "signed up" for future work.
- The employee and spouse / domestic partner are each eligible for one grant each calendar year. The two grants can be given to the same or different organizations.
- The employee and spouse / domestic partner who volunteer for the same organization must submit separate online applications.
- Employees and spouses / domestic partners are encouraged to submit their grant applications as soon as they complete the 30 hours of volunteer work.

Community Partners grants are awarded as unrestricted donations. They may not be used to offset school tuition, dues, or registration or membership fees for a sports team or league. Grants may not be used for religious or political purposes and may not be contributed to fraternities, sororities or private foundations.

The Kimberly-Clark Foundation reserves the right to determine whether a grant application will be approved and will conduct periodic audits of applications and grants to ensure compliance with program guidelines. Therefore, any decisions made by the Foundation with respect to the consideration of applications and/or the enforcement of program guidelines are final and binding, not subject to any appeal or review.

For questions, please call or email:

Matching Gifts Center

Kimberly-Clark Foundation

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