# Red Hat's Matching Gift Program – FAQs

To encourage and support the generosity and community involvement of our associates, the program provides dollar-for-dollar matching funds to the charitable organizations Red Hatters personally support. The matching gifts program offers a way to double your contributions to your favorite charitable organizations, up to $750 per person each fiscal year. At Red Hat, we support our associates' efforts to improve the communities where we all live, work, and play.

## ELIGIBLE ASSOCIATES

### Who is eligible for the program?
All U.S. active, full-time associates or part time associates working 30 or more hours per week can participate. However, gifts from spouses or other family members are not eligible for a match.

### My spouse's name is on the check, but the donation came from me. Will Red Hat match?
Red Hat matches gifts that come from the associate, not from a spouse or other family member. If the check came from your spouse's account that s/he signed, then no, Red Hat will not match. Matching a check from a joint account will depend on how the charity recorded the donation. If the donation is recorded and verified by the charity as coming from you, then Red Hat will match it. If the donation is recorded by the charity solely in your spouse's name, then Red Hat will not match.

## ELIGIBLE ORGANIZATIONS

### Which organizations qualify to receive matching funds?
With some exceptions, any nonprofit organization 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 or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code:

Eligible organizations include, but are not limited to:

Accredited colleges and universities, private and public elementary and secondary schools, organizations that serve youth, museums, libraries, hospitals, human service agencies, environmental and cultural organizations.

Donor advised funds and private foundations, even if they have 501(c)(3) status, are not eligible for a match.

[Will Red Hat match a gift to my place of worship?](#)
Religious organizations are considered ineligible, UNLESS the gift is designated to a community outreach program operated by the religious organization. For example, an unrestricted gift to a church would not be approved. However, a gift to a church's soup kitchen would be approved. The religious organization must also have 501(c)(3) status.


[Will Red Hat match my donation to an international charity?](#)
Red Hat will only match donations to an international organization if it has a branch located in the United States that is designated a public charity by the IRS under Section 501(c)(3). The associate's donation must be made specifically to that U.S. branch. Examples include the American Red Cross and the US Fund for UNICEF.

[What if the organization I donated to is not on the list of approved charities?](#)
You can request the organization be added to the list under Request a Match/Write in a New Charity on the website.  After requesting the new organization, continue on the website to input the information about your dontation to them.  Our matching gifts program vendor, JK Group, will determine if the charity meets Red Hat's eligibility requirements. If so, it will be added to the list of approved charities and your match request will be processed. If it is not approved, you will receive notification by email.

[Why won't Red Hat match to donor advised funds?](#)
A donor advised fund is administered by a third party and created for the purpose of managing charitable donations on behalf of an organization, family, or individual. All transactions involving donor advised funds are really two transactions. The first transaction is a gift from the donor to the donor advised fund (which is often an investment vehicle), and the second is a gift from the fund to a qualifying charity. The donor can only suggest that a contribution be made to a particular charity, but it is ultimately the manager of the fund who is directing that gift, and in turn, the receipt from the public charity is made to the fund or trust, and not the donor.


Most matching gifts programs interpret the personal funds guideline fairly strictly and have concerns about breaching the integrity of the guidelines if gifts through third parties are matched. The programs can also become increasingly difficult to administer fairly and economically when increasingly sophisticated contribution strategies and financial arrangements are allowed. Consequently, most companies, including Red Hat, do not match gifts to or from family foundations, private foundations, private operating foundations or the donor advised funds of public charities.



**ELIGIBLE CONTRIBUTIONS**

[What contributions are eligible for matching?](#)
- Must be a personal gift, from the associate's personal funds, which has been paid and not simply pledged, to an approved organization.

- The minimum gift eligible for matching is $50.
- The maximum amount matched per associate per fiscal year is $750.
- The match must be requested within one calendar year of the date of the gift, and the gift cannot precede the program start date of September 17, 2010
- Gifts must be in the form of cash, check, or credit card. No other form of personal or real property will be matched.
- Gifts must be paid, not pledged.
- Gifts must be verified by the recipient charity to be matched.
- Gifts will be matched so long as there is program budget remaining for the fiscal year.

## What gifts are not eligible?
- Gifts to donor advised funds or private foundations
- Gifts made in lieu of tuition payment for services
- Fees for service or tuition payments
- Membership fees for which benefits are received
- Dues to alumni(ae) or similar groups. Non-dues donations are eligible.
- Gifts or payments for primarily political or religious purposes. Gifts to religious institutions for other charitable outreach (e.g. a soup kitchen) are eligible.
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property
- Cumulative gifts from several individuals reported as one contribution

## Will Red Hat match cash gifts?
Cash gifts can be matched so long as it can be verified by the charity. For example, if you made a $50 donation to an eligible organization and they have your gift on record, it can be matched by Red Hat. If, however, you dropped $50 in a jar anonymously for a charity and they do not have it on record, you will not be able to request a match.

## Is there a time limit for matching my gift?
Gifts must be registered through the website within one calendar year of the date of payment by cash, check, or credit card. Gifts registered after that time will not be eligible. All gifts must be verified by the recipient institutions in order to be matched. The matching gifts program operates on a first-come, first-served basis. Although we have done our best to estimate associate usage of the program, there is always the possibility that the program could be more popular than anticipated and run out of funds before the end of the fiscal year. If the program runs out of funds prior to you submitting your match request, your request will be rejected, and you will be notified by email You can resubmit your request during the next fiscal year.

[Is this program retroactive? Can I request a match for gifts made before the program started?](#)
No. The program start date is September 17, 2010. Red Hat will not match any associate donations made prior to that date.

[Why is the $750 limit based on the fiscal year, but the match must be requested within a calendar year?](#)
The $750 limit is based on the fiscal year because our budget for matches is based on the fiscal year. However, if requests were also limited by fiscal year, an associate making a gift in February would not be able to claim it in March due to the new fiscal year. By allowing a calendar year to request a match, we offer more flexibility. In this way, an associate making a gift in February would have until the next February to request the match.

[What if I made two $25 donations to the same charity in the same fiscal year? Can I request a $50 match?](#)
No. The $50 minimum is a per-gift minimum.

[What if I gave a donation of more than $750 to an organization?](#)
Red Hat will only match up to $750 per associate per fiscal year. For example, if you gave a $800 donation to a charity, you would still enter $300 into the website as your donation. However, only $750 of that $800 would be eligible to be matched.

[Where can I find out if I have used my $750 per year?](#)
Under My History, you can see the requests you have made and their match status.

[Can I deduct Red Hat's match on my tax return?](#)
No. Even if the original donation that you made can be deducted on your return, the match amount given by Red Hat cannot.

**REQUESTING A MATCH**

[How do I request a matching gift?](#)
Once you have made a donation, you can request a match through our website:
• Log on to www.easymatch.com/RedHat and click on "Submit a New Request."
• You will be asked for your Employee ID, which is your email address. You will then be sent a temporary password. You will be prompted to change your password upon your next visit to the site.

• Register your Matching Gift request.
• You will receive an email message confirming the request.


## What is my Employee ID?
Your employee ID is your Red Hat email address.


## Do I have to provide receipts?
No, you do not need to provide a receipt. After you enter your contribution in the website, our matching gifts program vendor (JK Group) will contact the charity to verify your contribution.


## When will my match be approved?
Program staff will review and approve matches on a monthly basis. Eligible gifts registered by May 1st, for example, will be processed and matched by May 30th.