



Travelers Employee Giving Campaign 2014

CAMPAIGN OVERVIEW AND FREQUENTLY ASKED QUESTIONS

Employee Campaign

The Employee Giving Campaign begins Monday, September 22, 2014. There are a variety of ways for employees to get involved — whether by volunteering, participating in special events, or by making a charitable contribution. Throughout the campaign, if you should choose, you will have the opportunity to make up to five contributions to charitable organizations that are important to you and your community. 100% of your gift will go directly to the organizations.

Campaign Projections

Travelers realizes that being a good corporate citizen means giving back to the communities where we do business. The EGC helps to raise awareness of the needs of local communities. While giving is a personal choice, we want to raise awareness among our employee population. By simply responding “no pledge,” we know that you are aware of the campaign and you are entered into a drawing that is pulled three times per week over the three week campaign, for a \$500 grant given to a vetted nonprofit of your choice. The sooner you pledge, the more chances you have to be selected. Our company-wide projection for responses is 75%.

Matching Gifts

A portion of the 2014 charitable giving budget is set aside for employee giving so that you can enhance your gift by requesting a match from Travelers. The company will match charitable contributions of up to \$500 per year — with a minimum amount of \$50, as outlined in the Matching Gift Guidelines.

Please Note: Funding is available on a first-come, first-served basis. Travelers will not accept any requests once the \$2.5 million has been expended. Match requests made during the 2014 giving campaign will be applied against your 2014 \$500 matching gift limit.

Frequently Asked Questions

CAMPAIGN OVERVIEW AND FREQUENTLY ASKED QUESTIONS

When does the Travelers 2014 Employee Giving Campaign take place?

The pledge period is from September 22nd through October 10th, 2014. United Way special events begin in early September and will be held through the end of the year.

How do donations work during the Employee Giving Campaign, and why did we switch from the United Way Campaign?

- Travelers created Travelers Community Connections (TCC), a one-stop location that contains all employee giving programs: the Employee Giving Campaign, volunteer programs, matching gifts, and disaster relief activities.
- Travelers Community Connections is an in-house program that allows employees to direct their donations to the charities of their choice.
- Travelers pays all administrative fees. This means that 100% of employee donations go directly to the charity or charities.

How much of my money is earmarked for administrative fees and fund-raising costs?

None. Your entire donation will go to the charities of your choice.

Can I still make a donation to the United Way?

Yes. You may search for your local United Way in the same manner that you search for any nonprofit organization.

Will Special Events dollars be directed in the same way?

Special Events dollars will continue to support your local United Way, just as in previous years.

Why should employees contribute during the Employee Giving Campaign?

Travelers employees are proud of their contributions to the community. The campaign makes it easier to give through payroll deduction(s) and now matches contributions that fit within the matching gifts guidelines.

Why should employees respond to the campaign?

Travelers realizes that being a good corporate citizen means giving back to the communities where we do business. The EGC helps raise awareness of the needs of local communities. While giving is a personal choice, we want to raise awareness among our employees. By simply responding “no pledge,” we know that you are aware of the campaign and you are entered into a drawing that is pulled three times per week over the three week campaign, for a \$500 grant given to a vetted nonprofit of your choice. The sooner you pledge or reply “no pledge,” the more chances you have to be selected. Our company-wide goal for responses is 75%.

The pledge site asks me to type in the name and state of my chosen organization(s). What if I don't know where a nonprofit is headquartered?

A good resource is the online service GuideStar, which is accessible at www.guidestar.org. Information on the GuideStar site is downloaded from the IRS database.

When will the pledge deductions begin?

You will see pledge deductions beginning with the first paycheck in February 2015; hence there will still be a total of 24 deductions. One-time contributions will be deducted in the first paycheck in March 2015.

When will my chosen nonprofit organization(s) get paid?

Checks will be mailed to organizations quarterly.

Will an individual check be sent to the nonprofit for my donation?

One aggregate check will be cut quarterly to each organization for all employee pledges made to that organization.

Will my detailed information be sent to the nonprofit?

Your name and donation amount will be included with the check unless you have asked to remain anonymous during the donation process. If you indicate on your pledge form that you wish to receive acknowledgment for your pledge donation, your notification information will be sent along with the aggregate check.

Who has access to see my pledge?

A limited number of Travelers personnel in Payroll and Community Relations may see information related to your pledge based upon their job responsibilities. In addition, staff at CyberGrants, Travelers' processing vendor, has limited access in order to be able to process payments and provide nonprofit organizations with your acknowledgement information. Only aggregated numbers are shared with management and campaign chairs.

When will my pledge match be paid?

The full match request is paid in January of 2015; payroll deductions begin in February, 2015.

How does the match work?

In 2011, Travelers shifted funding in the giving budget to triple the matching gifts budget to \$2.5 million. The matching gifts budget covers volunteer matches, cash matches, and match requests for pledges. When the budget is fully expended, the program will close. Match guidelines can be found in the Helpful Links on the [Travelers Community Connections](#) site.

Will I still be able to make a pledge if the match monies are exhausted?

Pledges will be accepted for the duration of the campaign. Should the matching gifts budget be fully expended during the campaign, the match capability will be turned off, however employees may still pledge.

What if an employee has a question about the pledge site?

Employees will see a "Need Support?" link at the bottom of each pledge page. Employees may contact the Travelers support desk via telephone at 1 (877) 240-9784 between 8AM and 8PM EST.