

WESTWOOD CASH MATCHING GIFT PROGRAM GUIDELINES

The Westwood Cash Matching Gift Program has been established to encourage and magnify our employees' charitable donations as well as to support the organizations that inspire our employees to contribute. Through this program, Westwood gives employees the opportunity to determine a portion of the Corporation's gifts to charities.

Cash gifts made by eligible employees to eligible organizations and institutions will be matched on a dollar-for-dollar basis up to \$100 per year.

Eligible Employees

All Westwood employees are eligible to participate in the Cash Matching Gift Program. At the time of the contribution, the donor must be an employee of Westwood.

Matching Limits

Westwood will match up to \$100 per calendar year in contributions you make to eligible charitable organizations or educational institutions. Westwood will match donations of cash, personal checks, or credit cards. Contributions by eligible employees must be made as personal gifts of \$25 or more, and the contributions must be actually paid, not merely pledged before they are matched.

Eligible Organizations and Institutions

Westwood's Cash Matching Gift Program is designed to honor the diversity of employee giving at Westwood by supporting a broad spectrum of organizations and institutions. Westwood will process and match employee gifts to all eligible domestic charitable organizations with a U.S. Department of Treasury 501(c)(3) public charity status and educational institutions. In addition, public libraries and governmental programs will be eligible.

Educational institutions that qualify to receive a matching gift from Westwood are private and public degree-granting colleges and universities, two-year colleges, graduate and professional schools, technical and specialized schools, seminaries and theological schools, publicly and privately supported pre-K, primary and secondary schools. Westwood will also match gifts to tax-exempt alumni funds, foundations, and associations whose exclusive purpose is the support of one of these educational institutions. Parent Teacher Associations (PTA), recognized by the IRS as tax exempt under section 501(c)(3), are also eligible. Please note: Only charitable contributions to these institutions are eligible for a matching gift. Tuition payments cannot be matched through this program.

Funding Federations with a 501(c)(3) public charity status, such as United Way, that provides financial support and advocacy for a group of member non-profit organizations are also eligible to receive a matching gift from Westwood.

Community Foundations with a 501(c)(3) public charity status must provide a mission statement, as well as a letter indicating that Westwood matching funds will be distributed according to Westwood guidelines, to be considered for matching.

Westwood does not match gifts to private foundations, charitable gift funds, political organizations, or religious organizations other than educational institutions that may have a religious affiliation.

Westwood will only process and match employee gifts to religious organizations when the gift is designated to an ongoing *secular community service program* sponsored by these organizations which is open to all persons and does not propagate a belief in a specific faith. These programs must have a formal mission and separate program budget. Further, the benefits of this gift must not be limited exclusively to the organization's members. Some examples of these types of programs are homelessness projects, food banks, shelters, and literacy programs which may be operated by a religious institution. In a review of other corporations' cash matching programs, we discovered that this is standard policy among many corporations.