

Gift Match Program Guidelines

Boeing's gift match program can double your charitable contributions and volunteer hours in any combination -- up to 10,000 USD per year -- to eligible non-profit organizations.

EMPLOYEE AND RETIREE ELIGIBILITY

Eligible participants include:

- Active employees of The Boeing Company on the date(s) a gift match was requested and registered.
- Retirees as determined by the Boeing Human Resources department, and
- U.S. employees of subsidiaries who are on Worklife, including, but not limited to, CDG, Tapestry Solutions, Aviall, Jeppesen, Spectrolab, DRT and Argon.

Ineligible participants:

- Employees of those subsidiaries that have not adopted Worklife.
- Most employees who reside outside the U.S.

ORGANIZATION ELIGIBILITY

In order to be eligible to participate, an organization must be approved by The Boeing Company through the process outlined below and confirm compliance with program criteria.

In order to be considered for participation, an organization must be:

- Recognized by and registered with the U.S. Internal Revenue Service as a 501(c)(3) charitable organization.
- An accredited public pre-K-to-12 school or a school district in the U.S. to which contributions are tax deductible under the U.S. Internal Revenue Code.
- An accredited public or nonprofit college and university in the U.S. to which contributions are tax deductible under the U.S. Internal Revenue Code.

In addition, certain faith-based community service organizations or schools may be eligible if they:

- Serve a secular purpose, such as a food pantry, homeless shelter or educational institution.
- Do not require participation in prayer, worship or other religious activities as a condition of receiving services offered, and do not use the individual donation or resulting match for religious purposes.

To find current eligible organizations, use the [“Search Organizations”](#) tab in YourCause.

Ineligible organizations include, but are not limited to, the following:

- Political organizations (partisan organizations or those supporting specific candidates or legislation).
- Religious organizations (churches, synagogues, mosques, ministries, seminaries and other houses of worship), or other organizations primarily promoting religious purposes.
- Federated giving type organizations (e.g., United Way of Metropolitan Atlanta, Employees Community Fund of Boeing, etc.).
- Supporting organizations and organizations with a 509(a)(3) tax status.
- Organizations that do not comply with Boeing’s non-discrimination policy.
- Organizations that do not comply with the USA Patriot Act.
- Organizations that primarily operate outside the U.S.

Please note that this list may be expanded or amended at any time.

GIFT ELIGIBILITY REQUIREMENTS

Eligible Gifts

Boeing will match the following types of employee gifts:

- Tax-deductible, charitable contributions of 25 USD or more.
- Current contributions made directly by the Boeing donor to the eligible organization from the Boeing donor’s own assets. Gifts must be made, not merely pledged. A matching gift **cannot** be used to satisfy a personal pledge (e.g., a pledge of 2,000 USD cannot be satisfied by 1,000 USD from the donor and 1,000 USD from Boeing’s match).
- Gifts made via cash, check, credit card or securities. Securities will be matched on the basis of the closing price on the date of the gift.

Gifts made within a particular calendar year must be registered by the donor by January 31 of the following year. The recipient organization must confirm receipt of a gift within 30 days of the donor registering the gift.

Gifts made by or through community trusts or similar organizations, including charitable remainder trusts, personal foundations, or donor-advised funds can be matched at the time of disbursement to the eligible nonprofit.

Ineligible Gifts

Boeing will **not** match the following types of employee gifts:

- Charitable contributions supporting political purposes, including but not limited to influencing legislation, lobbying, electing candidates, or other political campaigns.
- Charitable contributions for religious purposes or supporting religious activities and programs.
- Charitable contributions made as part of a federated giving campaign (e.g., United Way of Metropolitan Atlanta, Employee's Community Fund, etc.).
- Contributions, or portions thereof, that are not considered charitable or tax-deductible (e.g. event registration, a dinner, raffle proceeds, sporting event tickets, parking privileges, admission fees, auction items, etc.).
- Contributions, or non-deductible portions thereof, that directly or indirectly benefit the donor, a family member or other person designated by the donor, such as:
 - Tuition or other student expenses (including board, books, services, fees, travel and leisure for volunteer trips, etc.);
 - Individual, family or group membership fees; or
 - dues, including alumni/fraternity/sorority dues and subscription fees.
- Bequests, wills, insurance premiums, or contributions made through entities such as charitable remainder or charitable gift annuities.
- Real estate, in-kind, or non-monetary contributions (services, materials, supplies, etc.).
- Gifts made in whole or in part, with funds received from other people —only the donor's personal contribution can be matched.
- Gifts registered after one year of the gift date will not be eligible.
- Gifts made to scholarship funds where the scholarship recipient is designated by the donor.
- Payroll-deducted donations.

Recipient organizations **are prohibited** from using matching funds to pay:

- An individual's tithes, tuition or school expenses;
- For travel, including school-sponsored travel or field trips;
- Dues, subscriptions, insurance premiums or student fees;

- Programs outside the U.S. that are not on the pre-approved list of eligible organizations;
- An individual obligation or pledge;
- Political campaigns or influence legislation.

Annual Minimums and Maximum for Employees

Eligible Boeing employee monetary contributions are matched at 100% (1 USD for every 1 USD contributed) with a minimum donation of 25 USD.

Eligible Boeing employee contributions for 10 volunteer hours will be matched \$100 (at the same organization) with a minimum of 10 volunteer hours.

The maximum of company match for eligible Boeing employees is 10,000 USD per year with any combination of monetary contributions or volunteer hours.

Annual maximum for eligible non-profits organizations

Eligible nonprofit organizations may receive up to a maximum of 150,000 USD per calendar year in matching gifts.

ADDITIONAL GIFT MATCH PROGRAMS

Team Gift Match

A team of 5 or more employees that participate in a single volunteer activity will be eligible for team gift match. Boeing will match 20 USD per hour per employee to the nonprofit organization benefiting from that activity.

Team Volunteer Match is calculated employing the following formula:

$$20 \text{ USD} \times \# \text{ of hours} \times \# \text{ of employees} = \text{Total Team Gift Match Amount}$$

Group events must be at least 1 hour long to be eligible for the match. The volunteer activity must be registered in YourCause and must be approved by the Boeing Global Engagement focal at the site.

Retiree Match

Eligible retiree monetary contributions may be matched at 50% (50 cents for every 1 USD contributed) up to 3,000 USD in each calendar year (minimum donation is 25 USD). Match requests submitted before retirement will be matched 1:1; requests submitted after retirement goes into effect will be matched at 50 cents on the USD. Retirees are **not** eligible for volunteer matching.

Note: In certain instances, some retirees may not be able to login initially to the Boeing YourCause website. If this occurs, please email volunteer@exchange.boeing.com to request access to the site.

Humanitarian Relief

In times of natural disaster, Boeing may decide to run a special appeal and match employee contributions to a particular nonprofit. During a special appeal, the company may raise the nonprofit maximum donation amount above the 150,000 USD annual maximum.

GIFT MATCH PAYOUT PROCESS AND ADMINISTRATION

- YourCause / Blackbaud, LLC is the custodian of Boeing’s gift match program.
- Employees must submit their gift match request(s) at <http://boeing.yourcause.com> via an offline or an online donation.
 - Online Donation** – Request an online donation by donating with a credit card and automatically apply a gift match. There are no fees from Boeing and YourCause, but please verify with your credit card provider for any additional fees. Your credit card donation and gift match will be paid out according to the timeline table referenced below.
 - Offline Donation** – Request an offline donation by uploading a receipt confirmation. Please note that both your gift match will be paid out to eligible organizations according to the timeline table referenced below.
 - Payroll Donation (One-Time or Recurring)** – Payroll donations are not eligible for gift match.
- All gift match requests are subject to review and will be approved monthly.
- There could be “out-of-cycle” gift match disbursement to support enterprise programs, such as enterprise drives.
- The disbursement schedule is an estimated timeline and is subject to change.

Request Date	Disbursement Schedule (no later than)
<i>Jan 1st – 31st</i>	<i>Last week of March</i>
<i>Feb 1st – 28th</i>	<i>Last week of April</i>
<i>March 1st – 31st</i>	<i>Last week of May</i>
<i>April 1st – 30th</i>	<i>Last week of June</i>
<i>May 1st – 31st</i>	<i>Last week of July</i>
<i>June 1st – 30th</i>	<i>Last week of Aug</i>
<i>July 1st – 31st</i>	<i>Last week of Sept</i>
<i>Aug 1st – 31st</i>	<i>Last week of Oct</i>
<i>Sept 1st – 30th</i>	<i>Last week of Nov</i>
<i>Oct 1st – 31st</i>	<i>Last week of Dec</i>
<i>Nov 1st – 30th</i>	<i>Last week of Jan (Following Year)</i>
<i>Dec 1st – 31st</i>	<i>Last week of Feb (Following Year)</i>

Administration of the Program

Boeing reserves the right to decline to match any donation to an organization whose practices are, in the determination of the company, inconsistent with company values, goals and policies.

Boeing regularly evaluates the program to ensure the process adheres to stated guidelines and our commitment to corporate citizenship, including periodic reviews of organizations receiving matching funds from our programs. Organizations selected for review may be required to provide documentation verifying receipt of individual donations for each participant.

Boeing may suspend, change or terminate this program at any time. The interpretation, application and administration of the program shall be determined by Boeing, in its sole discretion.

Failure to abide by program rules or providing any false or misleading information in connection with a matching gift request could result in disciplinary action including termination, as well as possible civil or criminal liability.

Boeing reserves the right, in its sole discretion, to discontinue funding and to require the return of the matching gift grant amount, or any portion thereof, and any income earned thereon, if the Boeing donor provides the company with any false or misleading information or makes any misrepresentations in connection with this request for a matching gift.

Frequently Asked Questions

I'm a retiree and unable to log in to the Boeing YourCause website. Who should I contact?

- If you enter your BEMSID and are unable to log in to the website, please email volunteer@exchange.boeing.com

Are there any training videos available for assistance with navigating or utilizing the YourCause website?

- There are several video tutorials available that provide an overview and step-by-step guides on utilizing the YourCause website:
 - [Record Individual Hours](#)
 - [Add Entries to Individual Volunteering Projects](#)
 - [Community Dashboard + My Giving Page](#)
 - [Giving via Credit Card](#)

- [Giving via Payroll](#)
- [Giving via Offline](#)
- [Offline Match: Step-by-Step PDF](#)

Does Boeing allow paid time for employees to volunteer in their community?

- Boeing's current guidance regarding employee community involvement is based on the standards outlined in [PRO-6603](#), which does not allow employees to be paid to volunteer on company time.

How can I determine if an organization is eligible for the Boeing Gift Match program?

- There is not a single list of U.S.-based nonprofits that are eligible for the gift match program. Employees can go in to their gift match home page and perform a search to see if a nonprofit is currently eligible for the program. If the nonprofit is not currently eligible, the employee can recommend it for the program by emailing the organization's name and details to volunteer@exchange.boeing.com. As a note, organizations that primarily operate outside the U.S. are ineligible for the Boeing Gift Match program.