

# STEELCASE MATCHING GIFTS PROGRAM

Educational, arts/cultural and environmental/conservation institutions play a vital role in our lives and help us create healthy communities. To encourage your voluntary financial support of these institutions, the Steelcase Foundation will match your eligible donations on a dollar for dollar basis. The minimum gift for matching is \$20 and the annual maximum for all gifts is \$10,000 per year. The maximum amount of \$10,000 may be composed of education, arts/cultural, or environment/conservation gifts or a combination of the three. In addition, the Crisis, Disaster & Relief Program will match an additional \$10,000 in disaster relief funding per year.

## ELIGIBLE GIFTS

Your gift may be in the form of cash, check, credit card or stock/publicly traded securities. Your donation must be made from your personal funds, not those of another person, business or organization, trust or bequest. To be eligible for matching, your donation must be paid in full, not pledged. The gift is eligible for a matching gift for 12 months after it is given.

## ELIGIBLE EMPLOYEES

- Full or part time employee of Steelcase Inc. (or U.S. subsidiaries) for at least (6) months and based in the U.S.
- Retirees, directors or surviving spouse of a deceased employee (up to one year after spouse's death)

## ELIGIBLE ORGANIZATIONS

Qualifying institutions are those headquartered and located in the U.S. that operate as a non-profit and are certified as a 501(c)(3) organization under the Internal Revenue Code. We will not match gifts to organizations that conduct significant lobbying and/or litigation activity, or that address issues by means of adversarial or confrontational tactics. Other eligibility guidelines include:

### Arts/Cultural

- Any arts and cultural organization that is available to and operated for the benefit of the public (museums of art, science, history; libraries; botanical gardens; zoos; performing arts organizations; public television and radio stations)

*We do not match Contributions that are designated for:*

- *membership tickets of admission, tickets to benefits, membership subscription fees for tickets or publications, raffle tickets, dues, auctions, fundraising events or meals*

### Crisis Disaster & Relief

The Crisis, Disaster & Relief matching program is an additional \$10,000 per year per qualifying individual. The gifts must be made directly to the eligible organization and designation of the funds must be provided for matching purposes.

Only gifts to the following organizations will be matched:

- American National Red Cross and International Committee of the Red Cross
- United Way Worldwide
- Center for Disaster Philanthropy
- Medecins San Frontieres/Doctors without Borders
- Salvation Army
- Habitat for Humanity International
- Direct Relief

*Other restrictions on contributions that apply:*

- *Membership, class, fraternal, professional society, or other dues*
- *Money collected from a group of people or given through a third-party organization (alumni associations, band boosters, walk-a-thons, fundraising events)*
- *Any cash gift where a token or other benefit is exchanged or received by the donor*
- *Gifts from bequests, life income trusts, insurance premiums, on behalf of an estate, real or personal property (other than cash or securities)*
- *Any gift for the benefit of any organization or person other than the recipient organization*
- *Gifts to organizations that discriminate on the basis of race, color, creed, genetic information, religion, national origin, gender, sexual orientation, gender identity and expression, age, disability or veteran status*
- *Gifts given as legal obligations of a program participant*

### Environmental/Conservation

- Any environmental and conservation organization that is available to and operated for the benefit of the public (environmental education; natural resources conservation and protection; environmental quality and protection; environmental beautification and open spaces; animal population control)

### Education

- Colleges and universities, private and public, granting two-year, four-year or advanced degree that are accredited by a national accrediting agency
- Elementary and secondary schools, private and public, approved by a regional accreditation association, or registered or accredited by the state in which they are located
- Tax-exempt school or district-related foundations
- The United Negro College Fund, American Indian College Fund, or Hispanic Association of Colleges and Universities
- Affiliates of the National Center for Arts & Technology (NCAT)

*We do not match contributions that:*

- *support athletics, athletic scholarships, band/orchestra, or any other student clubs or groups*
- *cover tuition or payments made in lieu of tuition, books, student fees, or fee for service*
- *are for the private benefit of individuals, including individual scholarships*