# Intel Employee Matching Gifts Program 2019 Guidelines

Effective Jan 4, 2019

Rev: Nov 18, 2018 \*\*\* Intel Confidential \*\*\*

# About the Program:

Intel's Employee Matching Gifts Program supports the personal impact of U.S. blue badge employee and retiree donations by matching their contributions made to eligible educational and charitable organizations (known as a cause). Participants are able to generate an Intel Foundation match of up to \$10,000\* a year, funding permitting<sup>1</sup>.

The program is now a quarterly matching "campaign" model, with the following 2019 campaign dates. Notethe Q1 campaign starts January 4, and the Q4 campaign closes December 13, before the end of the year.January 4–March 31April 1–June 30July 1–September 30October 1–December 13

Each campaign has a goal, which is a match budget cap for that quarter. If the goal **is not** reached, matching will continue and any remaining match budget will rollover and be added to the budget of the next campaign. If the goal **is** reached within a campaign, <u>matching will no longer be available for donations made</u> <u>during that campaign</u>. Matching will resume the next campaign period, for donations made during that next campaign period.

# How to Donate

One-time or recurring donations can be made to eligible causes via the Intel Get Matched Portal using credit card or PayPal. These donations automatically generate an Intel Foundation match, funding permitting<sup>1</sup>. If the match cap is met for a campaign period, participants have the ability to continue making online donations (without a match). These unmatched donations are not eligible for matching during another campaign.

Alternatively, participants can request a match in the same <u>portal</u>\*\* (U.S. retirees and BOD participants will need to use the <u>external login page</u>) for a donation they made directly to the eligible cause using cash, check, stock, etc. The match request must be submitted **within 30 days of the donation date** and include a valid receipt\*\*\* from the receiving organization. If matching funds are available at the time the match request is submitted (not on the donation date), the request will be reviewed for an Intel Foundation match, funding permitting<sup>1</sup>.

Donations and approved match requests are paid out to the recipient organizations on a monthly basis.

# **Online and Direct Donation Matching Information**

Below is information outlining whether online donations and match requests would receive a match, based on the campaign periods and availability of matching funds. Additional information is available in the 2019 EMGP <u>FAQs</u>.

Donation method	Are matching funds available?	Is donation matched?	Why / why not?
Online*	Yes	Yes	Matching funds available.
Online*	No	No	Matching funds no longer available for the quarter. Cannot be submitted as a match request during the next campaign.
Direct to cause**; match request submitted within 30 days of donation date, meets all program requirements	Yes	Yes	Matching funds available; meets program requirements; within 30 days.
Direct to cause**; match request submitted within 30 days, DOES NOT meet all program requirements	Yes	No	Matching funds are available, but request does not meet all program requirements. Can resubmit in some cases (i.e. invalid receipt).
Direct to cause**; match request submitted within 30 days, meets all program requirements	No (on date of match request submission)	No	Matching funds are not available on the date the match request is <u>submitted</u> (not the donation date).
Direct to cause*; match request submitted more than 30 days after donation date	Yes or No	No	Did not submit within 30 days of donation date.

\* Through the Benevity matching portal via credit card or PayPal

\*\* Cash, check, stock, etc. donated direct to a cause

# Eligibility:

# **Participant Eligibility**

Eligible participants are limited to:

- All active U.S. blue badge employees of Intel Corporation *with access to the Intel network*, including employees on sabbatical and their spouses.
- U.S. Intel retirees.
- U.S. based Intel Board of Directors.
- Note: All match requests on behalf of non-Intel spouses need to be entered into the <u>matching</u> <u>portal</u>\*\* by the Intel employee, retiree or BOD. Non-Intel spousal donations are combined as part of the participant's annual match cap.

# **Organization Eligibility**

To be eligible for the Employee Matching Gifts program, causes must meet the criteria outlined below and register in the Benevity Causes Portal.

## A. Eligible Causes

Eligible causes must be recognized by the Internal Revenue Service as exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (the "Code"), contributions to which are deductible under section 170 of the Code.

Donations and match requests to eligible causes will be categorized within the <u>matching portal</u>\*\* and applied to the participants match cap of \$10,000 for eligible charitable organizations and education institutions, per calendar year.

The Education matching category is defined as:

- An otherwise eligible organization that is classified as an "Education Institution" under the National Taxonomy of Exempt Entities (NTEE) Classification system. The NTEE Classification system was developed by the National Center for Charitable Statistics and is used to classify exempt organizations. NTEE codes are self-selected by the organizations when they apply for 501(c)(3) status.
- Generally this includes pre-schools, K-12 schools, four year colleges and universities, community colleges, university foundations, libraries, and PTOs, PTAs and other support organizations for K-12 schools and universities.
- More details and descriptions on the Education classifications can be found at the National Center for Charitable Statistics.

The Charitable Organizations category is defined as all other eligible organizations (not included in the Education category above).

## B. Ineligible Causes

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

- 1. Non-functionally integrated Type III supporting organizations described in section 509(a)(3) of the Code.
- 2. Organizations that finance terrorism or provide support to terrorist organizations.
- 3. Political organizations (including political parties, partisan organizations, those supporting specific candidates or legislation, or organizations that engage primarily in advocacy activities).
- 4. Religious organizations (churches, synagogues, mosques and other houses of worship), or other organizations primarily promoting religious purposes unless the donation is specifically designated for a secular community outreach program. Organizations and other faith-based community service organizations or schools may be considered eligible if their programs:
  - are open to all individuals in the community regardless of religious belief;

- serve a secular purpose, such as a food pantry, a homeless shelter, or secular education;
- do not require participation in prayer, worship, or other religious activities as a condition of receiving the service(s) offered; and
- do not use the initial donation or resulting match for religious purposes.
- 5. Donor advised funds, private foundations or personal trusts.
- 6. Organizations that do not comply with Intel's non-discrimination policy (i.e., Organizations must verify that, in addition to other program requirements, their programs and services are offered, and their workplace employment policies and practices are conducted, without discrimination on the basis of race, color, religion, religious creed, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, military and veteran status, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state or local law, regulation, or ordinance.) Educational institutions or non-profit organizations which offer gender-based programs or have services designed to address the needs of other targeted populations may not, in and of themselves, be considered discriminatory and will be considered for funding consistent with the Foundation's diversity and inclusion goals.
- 7. Municipalities or quasi-governmental organizations (e.g., volunteer fire departments, parks and recreation departments, or citizen advisory panels).
- 8. Chambers of Commerce and other trade or business associations.
- 9. Terrorist organizations as defined under section 501(p) of the Code.
- 10. Communist controlled organizations.
- 11. Organizations that have had their status as organizations described in section 501(c)(3) of the Code revoked.

## **Donation Eligibility**

#### A. Annual Maximum

1. Each eligible Intel participant will be able to generate an Intel Foundation match of up to \$10,000\* each calendar year.

## **B. Eligible Donations**

- 1. Donations made after qualifying as an eligible participant (defined above).
- 2. Donations may be made in the <u>matching portal</u>\*\* by credit card or PayPal.
- Donations may be made offline directly to the eligible organization using cash, check, credit card, PayPal, or stock. Participants can request a match for donations made directly to the organization. Match requests for donations made outside of the <u>matching portal</u>\*\* must be submitted within the same campaign period.
- 4. Participants may submit a receipt with multiple donations included on it, so long as the combined receipt is for a single cause, within a single campaign period, and meets the receipt requirements.\*\*\*
- 5. Donations must be made directly to an eligible organization. Once made, neither the Intel Foundation match nor the donation can be transferred or re-assigned to a different charitable organization or educational institution.
- 6. Donations must be at least \$1.
- 7. Donations must be a contribution made directly by the eligible participant to the eligible organization from the participant's own assets. Funds collected from others will not be matched.

- 8. Donations must be made, not merely pledged. A matching donation cannot be used to satisfy a personal pledge or other financial commitment to a charitable organization or education institution (e.g. a pledge of \$2,000 cannot be satisfied by \$1,000 from the donor and \$1,000 from the Intel Foundation match).
- 9. Donations may be made from a donor advised fund if that entity has been funded solely by the eligible participant and the donation receipt clearly identifies an eligible organization was the recipient.

## C. Ineligible Donations

Intel Foundation will not match the following:

- 1. Charitable donations for religious purposes or supporting religious activities and programs, (e.g. tithing).
- 2. Donations supporting political purposes, influencing legislation (lobbying), or electing candidates.
- 3. Donations, or portions thereof, that are not tax-deductible (e.g. event registration fees, admission fees, auction item value, etc.).
- 4. Donations, or non-deductible portions thereof, which directly or indirectly benefit the donor, his/her family, or other person designated by the donor such as:
  - Donations that are in fact, or are in lieu of, tuition payments or other student expenses (including books, services, fees, etc.);
  - Individual, family or group membership fees/dues, including alumni dues and subscription fees; or
  - Donations to a university/college athletic association that allow the donor to purchase tickets to events.

If an eligible participant is requesting a match for a payment that is in part a donation and in part a non-deductible benefit back to the eligible participant, the receipt from the eligible organization must clearly specify the tax-deductible portion of such payment in order for the tax-deductible portion to be considered eligible for the match.

- 6. Donations to a charitable organization or school that allows the donor to select the recipient of a scholarship.
- 7. Bequests or life income trust arrangements, or donations made to community or charitable remainder trusts or family foundations.
- 8. Any donation made after the death of an employee or retiree (for example, through a will, trust, estate, etc.)
- 9. Real estate, in-kind, or non-monetary donations (e.g. services, materials, supplies, etc.).
- 10. Cumulative or aggregated donations from several individuals reported as a single donation (e.g. donations from others cannot be claimed by an eligible participant as his or her own).
- 11. Donations made by a spouse that have already been matched by their employer.
- 12. Donations not matched because the matching funds were no longer available at the time of the donation.

# **Other Considerations**

Determination of the eligibility of charitable organizations and education institutions and approval of all match requests is at the sole discretion of Intel Foundation. This program may change, be suspended, or terminated at any time. Approved organizations may lose eligibility for the Employee Matching Gifts Program if their tax status is lost or a change in their mission or programs indicate that the organization falls outside these program guidelines. These guidelines may be amended by Intel Foundation from time to time.

<sup>1</sup> This program has an annual, calendar year matching budget cap allocated among campaign periods. If a campaign budget cap is reached on or before the corresponding campaign end date, all matching as defined within the normal program guidelines will cease until the following campaign period. The budget cap status will be communicated on <u>http://goto/getmatched</u> and in the matching portal.

### \* Minus any modest administrative fees to process the transaction. See the FAQs for more information.

## \*\* U.S. retirees and BOD participants will need to use the <u>external login page</u>.

### \*\*\* A valid receipt must include the following information from the receiving organization:

- A statement that no goods or services were provided in return for the donation, or the Fair Market Value (FMV) of any benefits received and the tax deductible amount of the donation. Only the tax deductible amount of the donation is eligible for the match.
- Donor first and last name. If the receipt shows only your spouse's name, please indicate the person is your spouse in "Comments to Administrator."
- Receiving organization (501(c)(3) or school name
- Donation amount (in USD)
- Date of donation

# Intel Employee Matching Gifts Program 2019 FAQs

Effective Jan 4, 2019

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## General

#### What is the Employee Matching Gifts Program?

The Employee Matching Gifts Program enables you to donate to your favorite eligible charitable organizations and schools (a cause) and request a match from Intel Foundation to further your donation's impact. Intel will match eligible donations, up to \$10,000\* per participant, per year, funding permitting.

#### How does the Employee Matching Gifts Program work?

There are two ways to participate in the Employee Matching Gifts Program.

Make a credit card or PayPal donation to an eligible cause in the Intel Employee Matching Gifts <u>portal.</u>\*\* (U.S. retirees and BOD participants will need to use the <u>external login page</u>). Donations submitted in the portal will automatically generate the Intel match at a 1:1\* ratio, funding permitting. Match caps are \$10,000\* per year, per participant.

<u>Example</u>: Participant donates \$100 to their eligible organization. Intel Foundation will match it with \$100\*, up to \$10,000\* per participant.

 Make a donation (cash, check, stock, etc.) directly to an eligible cause and within 30 days of the donation date, submit a valid receipt\*\*\* in the portal to request a match. It will be reviewed for eligibility and approved, funding permitting.

Please see "New in 2019" for important details about donations and matching. All approved donations and match requests are paid out to the recipients on a monthly basis. At this time the program does not have a maximum match amount per eligible cause (charity or school). Match maximums are applied to the participant as noted above.

#### New in 2019

What has changed in the 2019 program?

- Quarterly campaigns with giving goals: The program now has a quarterly matching "campaign" model, with campaign dates outlined below. Each campaign has a giving goal, or budget cap, for that quarter. If the campaign budget cap is not reached, any remaining match budget will "rollover" and be added to the budget of the next campaign. If the budget cap is reached during a campaign, matching will cease for the remainder of that quarterly campaign. Matching will resume the beginning of the next campaign period.
  - Donations must be made during the campaign period and when matching funds are available to be eligible for a match.
  - Donations are no longer eligible for a match when a quarterly giving goal (budget cap) has been reached or if a donation is made outside of a campaign period.
- A single \$10,000 match budget: We are increasing giving flexibility by removing the donation category limits (\$5,000 to non-profits and \$5,000 to education organizations). Instead, your 2019 donations to any eligible causes will be matched up to \$10,000 per year, funding permitting.
- **Match request submission requirements:** Match requests for donations made directly to a cause must be submitted in the Benevity system *within 30 days of the donation date*. Match requests must meet all program guidelines, and matching funds must be available as of the date the match request is submitted, not the date of the donation.

We understand that some program features such as year-round matching are popular features of the 2018 program, but similar to other programs at Intel, EMGP has a fixed annual budget. These changes will allow us to better administer the program as an increasing number of employees and retirees utilize this great benefit.

#### What stays the same in the 2019 program?

The main features of EMGP will stay the same, including the match rate (1:1\*), using the Benevity platform, eligibility of users, and the list of eligible causes. In addition, other Intel Foundation programs are not affected by these changes. The Intel Involved Volunteer Matching Grants Program and special matching for disaster relief are separate programs with separate budgets.

#### Why change the program?

EMGP has always had an annual budget cap on the amount we can financially match. Due to your increasingly generous giving, we have been reaching the cap sooner each year. In Q1 - Q3 2018 matching was 55% higher than in the same time period in 2017. As a result, a few changes were necessary to ensure we can manage our budget and still provide matching funds throughout the year.

#### What are the 2019 campaign dates?

The program will follow the campaign dates outlined below. Note the Q1 campaign starts January 4, and the Q4 campaign closes before the end of the year.

January 4 – March 31	April 1 – June 30	July 1 – September 30	October 1 – December 13
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# If I make a donation January 1 – 3, or December 14 - 31 in 2019, is it eligible for matching?

No. Matching will not be available for donations made on those days.

# If I make an online donation during one campaign period but it is not matched because the quarterly budget cap has been reached, can I submit it during another campaign?

No. Online donations will only be matched during the same quarterly campaign period as the donation date. Example: A donation is made in the matching portal in March (Q1 campaign) but is not matched because the budget cap for that campaign period has been reached. That donation cannot be submitted as a match request in May (Q2 campaign).

#### How will I know if there are matching funds available during the campaign period?

Information about the availability of matching funds will be posted on the <u>goto/getmatched</u> website, and in the matching portal on the My Dashboard, Donation and Request a Match pages.

## Matching Details

#### With the quarterly budget caps can you summarize what is / is not matched?

The following provides information on whether online donations and match requests are considered for a match based on the campaign periods and availability of matching funds.

Donation method	Are matching funds available?	Is donation matched?	Why / why not?
Online*	Yes	Yes	Matching funds available
Online*	No	No	Matching funds no longer available for the quarter. Cannot be submitted as a match request during the next campaign.
Direct to cause**; match request submitted within 30 days of donation date, meets all program requirements	Yes	Yes	Matching funds available; meets program requirements; within 30 days
Direct to cause**; match request submitted within 30 days, DOES NOT meet all program requirements	Yes	No	Matching funds are available, but request does not meet all program requirements. Can resubmit in some cases (i.e. lacking receipt).
Direct to cause**; match request submitted within 30 days, meets all program requirements	No (on date of match request submission)	No	Donations not eligible for match if matching funds are not available on the date the match request is submitted.
Direct to cause*; match request submitted more than 30 days after donation date	Yes or No	No	Did not submit within 30 days of donation date

\* Through the matching portal with credit card or PayPal

\*\* Cash, check, stock, etc. donated direct to a cause

#### What is the minimum donation amount to qualify for the Intel match?

The minimum donation amount to qualify for a match is \$1.

#### What is the match rate?

The match rate is 1 to 1\*.

#### What organization receives the Intel Foundation match?

The same organization that receives the donation will receive the match.

#### Can I donate to one organization and have the match go to a different organization?

No, there is not an option to donate to one organization and request the match be sent to a different organization.

#### Can I remain anonymous to the charitable organization or school?

Yes. The program will follow all Intel privacy requirements for donor personal information. For all giving through the <u>matching portal</u>,\*\* the participant will have the ability to remain anonymous.

#### I make regular donations to an organization. Can I submit a receipt with multiple donations on it?

Match requests now must be submitted within 30 days of the donation date. If the donation date on the receipt is within the 30-day window yes. However, if you donate monthly, and the match request is for a donation made after 30 days it will be declined.

#### I have a recurring donation set up in the matching portal. Are those matched?

Recurring donations made during a campaign will be matched as long as there are matching funds available for that campaign. If the matching budget is exhausted before the end of that campaign the donations will continue but will not be matched. You can edit recurring donation preferences at any time. The system will not discontinue your recurring donation.

## Eligibility

#### Where can I go to see if my charitable organization or school (a cause) is eligible?

All organizations must first register at the Benevity Causes Portal to be evaluated for eligibility. Participants may nominate any cause using the "nominate" button in the matching portal, but they should not act as an agent of the charity or school and complete the registration in the Causes Portal on the organization's behalf. Participants may encourage a cause to register. To see if your cause is eligible, head to the <u>matching portal</u>\*\* and search for the charitable organization or school by its name or IRS employer identification number (EIN). To be eligible, the organization must:

- 1. Have a 501(c)(3) designation from the U.S. Government and
- 2. Comply with Intel's non-discrimination policy.

You can check for 501(c)(3) status at <u>guidestar.org</u>, but the process to acknowledge compliance with the nondiscrimination policy will occur between the organization and Benevity (portal owner).

#### What is Intel's non-discrimination policy?

Organizations seeking financial support from Intel or the Intel Foundation are asked to verify that their programs and services are offered, and their workplace employment policies and practices are conducted, without discrimination on the basis of race, color, religion, religious creed, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, military and veteran status, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state or local law, regulation, or ordinance.

Educational institutions or non-profit organizations which offer gender-based programs or have services designed to address the needs of other targeted populations, may not, in and of themselves, be considered discriminatory and will be considered for funding.

#### How does Intel's non-discrimination policy apply to faith-based organizations?

We will continue to follow the existing guidelines for faith-based organization matches. Intel and the Intel Foundation do make grants to religious organizations to support their community outreach activities if they are secular in nature, Last update: Nov 19, 2018

open to the entire community and do not involve religious teaching or counseling or other religious requirements in order to participate. Examples of supported programs include food banks, homeless shelters or community suppers. The matching funds must directly support the community outreach programs to which the employee donated.

#### How will the eligible organization verify their compliance with the policy?

The organization will indicate its compliance via the Self-Certification process in the Benevity Causes Portal.

#### What if my charitable organization or school is unable to comply with the policy?

They will not receive funding. Alignment with the non-discrimination policy is an eligibility requirement to receive a matching gift.

# The policy states that schools or non-profit organizations which offer 'gender-based' programs or services may not "in and of themselves, be considered discriminatory." What does that mean?

Schools and organizations which focus on the development and delivery of programs and services to address unique needs of specific demographics would be considered for funding. For example, health clinics situated to deliver services to Native American populations, single sex schools and colleges, or programs designed to increase the number of girls and underrepresented minorities studying science and math.

# If I am on the Board of Directors of a 501(c)3 or I founded my own non-profit organization and it has been designated as a 501(c)3, are they still eligible to receiving matching gifts through the Employee Matching Gifts Program?

If the organization is a 501(c)3 public charity or its equivalent and meets other program guidelines, it is likely it would be eligible to receive a matching gift. Your personal involvement as a volunteer BOD or founder would not disqualify the organization from receiving a gift, so long as your donation and the matching gift do not provide direct benefit to you, an immediate family member, or someone with whom you have a close personal relationship and support the community at large. To avoid the potential appearance of a conflict, you should have another authorized representative of the organization serve as the organization's contact and create the organization's profile in the Benevity Causes Portal. If you have additional questions, you may want to seek counsel from Intel Ethics office or email the Intel Legal point of contact at <u>outsideboardseats@intel.com</u>.

# Can the program match funds to help family members of an employee who passed away? Can we do a fundraiser for the family and have it matched?

This type of fundraising and donating is not eligible for Intel matches. Donations must be made to an eligible charity or school (a cause) and cannot directly or indirectly benefit the donor, his/her family, or other person designated by the donor. More information about this is available in the program guidelines.

If there is a specific cause to raise funds for in memory of a person, employees can do this on a small scale following Intel's <u>solicitation guidelines</u> around non-work time and non-work areas. Donations must be made by Intel employees in the form of a personal monetary donation (not collected from others) to be considered for a match. Also donors may identify a specific cause and ask them to create a project specifically in memory of this person (note: the project would have to meet the Intel program eligibility requirements).

## Match Requests

What is a match request?

A match request is a form you submit with a valid receipt\*\*\*, asking for a match for a donation made directly to a cause (not in the matching portal) by giving cash, check, stock, etc. A receipt generated by the cause is required to submit a match request and to be considered for an Intel match.

#### What information must be included on my receipt to request a match in the matching portal\*\*?

\*\*\* Your receipt from the receiving organization must include all of the following:

- A statement that no goods or services were provided in return for the donation, or the Fair Market Value (FMV) of any benefits received and the tax deductible amount of the donation. Only the tax deductible amount of the donation is eligible for the match.
- Donor first and last name. If the receipt shows only your spouse's name, please indicate the person is your spouse.
- Receiving organization (501c3 and/or School) name
- Donation amount (in USD)
- Date of donation

#### What if my match request receipt has only my spouse's name?

When participants submit a receipt that has only their spouse's name on it, the participant should indicate in the "Comments to the administrator" that the name listed on the receipt is their spouse.

## Donation and Match Payouts

#### When will the organization receive my donation and the Intel Foundation match?

Our supplier makes monthly disbursements to the organizations. The disbursements include both the participant's donation and the Intel match. Assuming the organization is in good standing and funds accumulated meet the donation minimum threshold\*\*\*\* amount of \$100, the disbursement should occur on or around the 21st of the month following your donation or <u>approved</u> match request.

\*\*\*\* The donation threshold is designed to increase the administrative efficiency for the supplier, the Intel Foundation, and the receiving charitable organization and/or school.

#### How do I see the status of donations or match requests I have made?

In the <u>matching portal</u>\*\*, go to "My Dashboard" and click "My Donation Activity." From there, you can see upcoming donations, donation history, and donation receipts.

# I made a donation to my favorite charity but the electronic receipt I received was issued by the American Online Giving Foundation. Why?

A receipt or acknowledgement is issued by American Online Giving Foundation, which acts as a donor advised fund in facilitating distributions to other registered charities, including the specific charity chosen by you. Your chosen charity does not have to issue a receipt or acknowledgement nor do any other processing of the transaction.

# How long do I have to request a match if I've made a donation outside of the matching portal by cash, check, credit card, stock, etc.?

Match requests for donations made directly to a cause must meet all of the following criteria:

- 1. Submitted within 30 days of the date of the donation. This replaces the previous rule of accepting match requests up to one year from the date of the donation.
- 2. Meet all program guidelines.
- 3. Matching funds are available the date of the match request <u>submission</u> (not the date of the donation).

#### Are there any fees applied when I make a donation?

When you make a donation or request a match through the matching portal an administration fee is applied by American Online Giving Foundation, which covers donation and match processing, entering donor information, preparing and distributing tax receipts, and confirmation of matching eligibility. All processing fees for donations and match payments, and any associated merchant fees, will be paid out of the Intel match, *unless* the donor's match limit has been reached, or the campaign budget cap has reached, in which case the fees will be deducted from the donation. Ex: If a donor makes recurring credit card donations in the system to a local school, once the \$10,000 match limit is reached, fees to process the donation (without a match) will be deducted from the donation. Employees are receipted for 100% of their donation to the eligible charitable organization or school.

## Other

#### Are there other ways that I can support non-profit/education organizations I care about with Intel matching?

Yes! You can donate at any time to your preferred cause either directly, or in the matching portal if they are eligible for the Intel program, whether or not matching funds are available. You can also volunteer and, if they are eligible, report your volunteer hours for the Intel Involved Volunteer Matching Grants Program. More information about the volunteer program is available <u>here</u>.

#### Can I donate to an international cause and get a match?

At this time Matching Gifts is a U.S.-based program only. U.S. employees and retirees can donate to eligible U.S. causes and receive a match according to program guidelines.

#### I'm an international employee. Can I donate?

You can choose to donate to a U.S. eligible organization in the matching portal using a credit card or PayPal, but this donation will not be matched. While you can <u>report volunteer hours</u> to causes worldwide, donations to a cause outside of the U.S. is currently not a feature available the system.

#### Why do international orgs appear in the Intel Matching Gifts Program (Benevity) system?

Benevity has done such a great job with Intel's U.S. Matching Gifts program that the Global <u>Intel Involved volunteer</u> <u>program</u> was also moved to the Benevity platform. Both programs now share the same system. Volunteering is a worldwide program where all Intel blue badge employees may report their hours to eligible organizations and schools (a cause). As a result you may see causes worldwide when performing a search in the system.

#### What is the "My Giving" Account in the <u>matching portal</u>\*\*?

This feature is currently not enabled within the tool. It may be used at a later date, but for now does not have functionality.

#### If I leave Intel, can I still have my gift matched?

The gift will be matched as long as the date of donation in the <u>matching portal</u>\*\* or your match request was submitted prior to the last date of employment at Intel and the organization is still eligible to receive the match at the time of disbursement.

### Support

#### If I have a question about my donation or the program, whom should I contact?

You can contact <u>support@benevity.com</u> or "submit a request" through the <u>Benevity Help Center</u> (must be logged into the system to access). If an organization has a question about registering in the Benevity Causes Portal they can contact <u>charities@benevity.com</u>.

\* Minus any modest administrative fees to process the transaction.

\*\* U.S. retirees and BOD participants will need to use the external login page.