



GET INVOLVED FOUNDATION

GIFT MATCHING POLICY

This policy sets forth certain rules with respect to the gift matching program administered by Get Involved Foundation (the “Foundation”)

Participant Eligibility

Participation in the matching program is limited to individuals who are employees of EnVolve Communities, LLC and its subsidiaries (collectively “EnVolve”) on the date(s) each gift is made and reported to the Foundation.

Qualifying Organizations

The Foundation will make matching contributions only to organizations that have received and maintained recognition by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code and that are classified as public charities.

Matching of Eligible Gifts

In order for a gift to be eligible for the matching program, it must be a personal contribution paid by an eligible participant directly to a qualifying organization. The Foundation will match each eligible participant’s eligible gifts, dollar for dollar, up to a maximum of \$250 each calendar year.

The following gifts are not eligible for the matching program:

1. Charitable contributions for religious purposes or supporting religious activities, commitments, and/or programs, service attendance, collection basket, and like contributions.
2. Contributions, or portions thereof, that are not charitable or tax-deductible, including but not limited to contributions or portions thereof for which a benefit is received in return (such as event registration or admission, ticket purchases, merchandise, etc.). Any non-deductible portion must be declared by the participant when the gift is reported to the Foundation.
3. Contributions that satisfy an obligation of, or directly or indirectly benefit, the donor, the donor’s family, or any other person designated by the donor (other than an eligible organization), including but not limited to:
 - a. Tuition or other student expenses (including books, services, fees, expenses for volunteer trips, etc.);
 - b. Individual, family, or group membership fees or dues to any organization or association, including alumni dues and subscription fees; and

- c. Donations to organizations or associations that allow the donor to purchase tickets to a sporting event.
4. Contributions (whether or not charitable) influencing legislation, supporting political candidates, or otherwise for political purposes.
5. Bequests, insurance premiums, or contributions made through entities such as charitable remainder or lead trusts or charitable gift annuities.
6. Real estate, in-kind, or other non-monetary contributions.
7. Any contribution that the Foundation determines would be inimical to the Foundation's purposes or interests or could adversely affect the Foundation's status as an organization described in section 501(c)(3) of the Internal Revenue Code.

Certain Conditions

The matching program is not an employee benefit program of Envolve, but rather is offered by the Foundation as a public service. The matching program shall not create any legal obligation, including but not limited to any legal obligation to make any matching contribution, on the part of the Foundation. If the Foundation at any time determines that any matching contribution has been made by or for an ineligible person, organization, or gift, the Foundation reserves the rights to request a return of the funds. The Foundation has authority and discretion over all aspects of the matching program including the eligibility of participants, organizations, and gifts, and may at any time amend or terminate the program or this policy.

GIFT MATCHING PROCEDURE

1. Complete the Gift Matching Check Request form located under the Envolve Policies & Procedures Section on the home page of Ultipro. Ensure that all sections are completed so that there is no delay in processing.
2. Issue payment via check to Get Involved Foundation in the amount you wish to donate to the qualifying organization of your choice.
3. Send your donation check along with the Gift Matching Check Request Form to the attention of Get Involved Foundation at the Memphis office address listed below:
 Envolve Client Services Group
 Attn: Get Involved Foundation
 555 Perkins Ext., #200
 Memphis, TN 38117
4. The Get Involved Foundation will issue a check in the amount of your donation plus the matching donation up to \$250 to the qualifying organization of your choice.
5. You will receive a confirmation of the donation and will be eligible for a tax deduction on your portion of the donation.