

EMPLOYEE PROGRAMS

ORNL Matching Gifts Fund

The Program

Each year, ORNL employees generously give their time and talents to a variety of community organizations. The Matching Gifts Fund is designed to further encourage employees to support local nonprofit organizations with personal financial donations.

Who is Eligible to Participate?

The Matching Gifts Fund is open to current ORNL employees with a minimum of three months of service and will provide a minimum match of \$50 and a maximum match of \$500 annually. Retirees, subcontractors, and vendors are not eligible to participate.

Eligible Gifts

Donations to organizations in the categories below may be eligible for matching funds. Organizations must operate in the counties in which ORNL employees work and/or live. The organizations must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Matching contributions will not exceed \$1,000 per organization per year.

Eligible Categories:

- Civic/Cultural
- Economic Development
- Public Awareness
- STEM Education
- Volunteerism

Ineligible Contributions

We limit Matching Gifts to the eligible categories listed. We do not match gifts to these types of organizations:

- United Way and other combined appeals (outside the existing corporate contribution as part of the ORNL United Way Campaign)

- Religious or political organizations as well as gifts to seminaries, theological institutions, and Bible colleges
- Organizations whose policies are inconsistent with national equal employment opportunity policies or discriminate against a person or a group based on race, ethnicity, religion, national origin, sex, disability, gender, political affiliation, or age
- Fraternities, sororities, honor societies, and campus organizations
- Intermediary funding groups that raise money to distribute to other groups
- Private foundations and/or individuals
- In-kind gifts
- Organizations whose purpose or policies are inconsistent with ORNL corporate giving philosophy and [guidelines](#).

To Participate

To request a matching gift, employees should complete Section A of this form and mail it, along with their gift, to the eligible organization.

For walks, runs, and bike-a-thons, only the employee's own donation will be matched. A copy of the employee pledge sheet must be attached to this form along with the employee's contribution.

Only an authorized official of the nonprofit organization should complete Section B and return the form to the Matching Gifts Fund Program Coordinator. After receiving the completed form, the program coordinator will verify the eligibility of the organization and the gift. The appropriate matching contribution will be mailed by the end of the current fiscal year quarter.

The company reserves the right to amend, revise, suspend, or terminate this program at any time. Incomplete forms will not be processed.

Questions? Email community@ornl.gov prior to giving or completing this form.

Incomplete forms will not be processed

EMPLOYEE PROGRAM

Section A: Employee Information

This section to be completed by the employee only.

Do not complete any other section.

Name of employee (please print)

Address (only required if outside of local area/out of state)

City State Zip

Telephone (required)

E-mail (required)

Information About Your Contribution:

Name of Organization (please print)

Contribution Amount \$ (required)

Type of Organization (check one):

- Civic/Cultural
 Economic Development
 Public Awareness
 STEM Education
 Volunteerism

Date of contribution ____/____/____
(month/day/year)

This is my own contribution, and it is not payment for tuition, services, subscriptions, tickets, memberships, dues, or other exclusions explained in this form.

Employee Signature (cannot be blank)

Employee ID number (cannot be blank)

Matching gift applications must be processed within one year of the date of the gift. Otherwise the gift will not be eligible for a match.

Oak Ridge National Laboratory is managed by UT-Battelle LLC for the US Department of Energy. Please read the Community Engagement Guidelines for nonprofit giving [here](#). Rev 1/10/21

MATCHING GIFTS FUND

Section B: Organization Information

The contribution described in Section A of this form was received by the organization below. This organization is a nonprofit group that has been determined tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and contributions made to this organization are tax-deductible by individuals and corporations on income tax returns. The organization qualifies for the ORNL Matching Gifts Fund as outlined on the reverse side of this form.

This section to be completed by the organization only.

Organization Name (please print)
(as name appears on 501(c)(3) IRS Determination Letter)

Federal Tax ID Number (cannot be blank)

Address to which check should be mailed: (please print) NOTE:
Check will be sent certified with return receipt requested. Someone must be on hand to sign for it or it will not be delivered.

City State Zip

Telephone

Fax

Date contribution received ____ / ____ / ____

Name of person completing section B (please print)

Signature (cannot be blank)

Title of person completing section B (please print)

Send the completed Matching Gifts Fund Application to:

Community@ornl.gov or

ORNL Communications Division
Matching Gifts Fund Program Coordinator
P.O. Box 2008
Oak Ridge, TN 37831-6266

Section C

To be completed by ORNL/UT-Battelle.

Date received ____/____/____

Indiv. \$ remaining: \$ ____ (\$500 indiv/FY)

Org.\$ remaining: \$ ____ (\$100 org/FY)

Questions should be directed to community@ornl.gov

Incomplete forms will not be processed