

# Gap Foundation Gap Giving Guidelines

We believe in working together throughout the year to make a difference in our communities. To support this commitment, Gap Foundation's Gift Match Program matches—dollar for dollar—your contributions to the charitable organizations of your choice, year-round. Additionally, through Money for Time, Gap Foundation is making giving time and money even easier—and more rewarding—than ever before.

## Who can participate?

All full-time and part-time Gap Inc. employees in the United States and Canada are eligible to participate in the Gift Match and Money for Time Programs.

## How does Gift Match work?

Gap Foundation will match your contributions—dollar for dollar—up to the following annual limits:

Part-time	\$1,000
Full-time	\$2,500
VP's and above	\$5,000
SVP's and above	\$10,000

There's a \$25 minimum per match.

## How does Money for Time work?

When you give 15 hours of your personal time at the same organization, Gap Foundation will give \$150 to that organization. Matching dollars will be deducted from your annual maximum (see above). Please note that hours volunteered through Gap Inc.'s "Take Five" program do not qualify.

## What types of organizations are eligible?

The nonprofit organizations must be public charities that have tax-exempt status under section 501(c)(3) of the Internal Revenue Code and have full-time, paid professional management. Elementary and secondary schools, two- and four-year colleges, universities, vocational and technical schools in the United States and Canada are also eligible.

## What organizations aren't eligible?

Gap Foundation can't match donations to the following:

- Political organizations
- Religious organizations, except those with a social service program that operates separately from the church. The program must have its own tax-exempt status under sections 501(c)(3) of the Internal Revenue Code and must have its own mission statement and Board of Directors.
- Organizations that discriminate

## How do I get my contribution of money and/or time matched?

It's easy. Just follow three simple steps:

1. Fill out Section A of the Gift Match/Money for Time Application on the reverse side of this form.
2. Mail the entire form directly to the organization of your choice, along with your gift. If you are applying for Money for Time, mail the form directly to the organization where you volunteer.
3. The organization completes Section B of the form and sends it to the Gap Foundation Gap Giving programs processing office in New Jersey.

The form must be submitted within 90 days of your contribution and/or volunteer service to be eligible for the match.

Gifts are matched quarterly.

## For more information:

Call: 1-888-GAPGIVE (1-888-427-4483)

Email: [gapgive@easymatch.com](mailto:gapgive@easymatch.com)

Or write to:

Gap Foundation Gap Giving Program

P.O. Box 7396

Princeton, NJ 08543-7396

**Gap Foundation** Giving Time, Giving Money, Giving Hope

