



MATCHING GIFT PROGRAM  
UNILEVER UNITED STATES FOUNDATION, INC.

**ELIGIBLE PARTICIPANTS:**

- All full-time employees of Unilever United States, including Ice Cream and Foodsolutions, are eligible to participate.
- Spouses of active employees are eligible to participate.
- Retirees are eligible to participate provided they were employed at retirement by the companies listed above, including Good Humor-Breyers Ice Cream, Slim-Fast Foods, Unilever Bestfoods, UBF Foodsolutions, Unilever Home & Personal Care-USA, and Unilever Research U.S.

*Note: Spouses of retirees and spouses of deceased employees are ineligible to participate in the program.*

**ELIGIBLE INSTITUTIONS:**

Except for the restrictions listed below, the Unilever United States Foundation, Inc. will match contributions to organizations based in the United States and which have been granted tax-exempt status and designated a public charity under Section 501(c)(3) of the Internal Revenue Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code in the following areas:

**Arts & Culture:** Organizations that promote enjoyment or understanding of the visual arts, performing arts and the humanities. Organizations may include public broadcasting, museums, historical or literary societies and libraries.

**Civic:** Organizations that promote activities that help individuals, youth and the general public. Organizations may include senior citizens, Boy Scouts of America and Girl Scouts.

**Education:** Educational institutions or organizations that support higher education, primary and secondary education. Organizations may include K-12 after-school activities and groups such as bands and athletic teams, parent-teacher groups and organizations that provide educationally related services to students and schools. All public schools must be registered with the Chief Superintendent of the U.S. Department of Education. Private schools must be accredited by a national or regional accredited agency.

**Environmental:** Organizations or activities that focus on the preservation and protection of the environment, protection of wildlife, pets or specialty animals. This includes pollution control, conservation, protection of natural resources (land, water, plant and energy), humane societies and veterinary services.

**Health & Human Services:** Organizations that promote or provide a broad range of social, human or medical services to individuals or families. Organizations may include the Salvation Army, American Red Cross, hospitals, hospice care, homeless shelters, youth services, medical research, abuse centers and food banks.

**WHAT CONTRIBUTIONS ARE ELIGIBLE?**

- Must be a personal gift, from the donor's personal funds, which has been paid and not simply pledged. The minimum gift eligible for matching is \$25. For gifts of installments, each installment must be submitted on a separate form and meet the \$25 minimum gift requirement.
- The maximum amount matched per calendar year for each eligible employee is \$10,000 (combined limit if spouse participates). Retirees will be matched at a maximum of \$5,000 per calendar year. If the donor makes several contributions, gifts will be matched in the order received, up to the maximum limit for the calendar year.
- Gifts must be personal contributions made directly to approved organizations.
- The donor's limit is based on the date of the gift.
- The gift may be made by check, credit card, money order or in securities having a readily ascertainable market value. Gifts of securities are valued based on the average of the high and low on the date of the gift. No other form of personal or real property will be matched.

- Employees may make unrestricted gifts to qualifying institutions or may specify the way in which their contribution is to be spent, such as for building or endowment purposes.

**WHAT IS NOT ELIGIBLE FOR MATCHING?**

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family Foundations
- The Foundation will not match dues or assessments payable to national or local or local alumni groups or class associations, amounts payable as subscription fees for publications, insurance premiums, payments in lieu of tuition or other such payments which are not made in the form of a direct gift to an eligible institution.
- Membership fees for which benefits are received. The Foundation will not match ticket subscriptions or the price of individual tickets paid to such institutions.
- The Foundation will not match gifts to political organizations, private foundations, United Way or community funds or organizations deemed by the Foundation to operate against the interest of Unilever.
- Gifts or payments for primarily religious purposes, unless specified for a community outreach program, such as a soup kitchen or homeless shelter
- Bequests or life income trust arrangements
- Cumulative gifts from several individuals reported as one contribution

**HOW THE PROGRAM WORKS**

Matching gifts requests can be submitted via the internet through an online web-based process or by paper.

**By Internet:** New to the program is the availability of matching gifts through a new web site:

<http://www.easymatch.com/unilever>

**By Mail:**

*The employee should:*

- Complete Part A of the *original* application form and mail the *original* application form, with the donation and any other necessary documentation, to the designated institution that meets the criteria listed in the guidelines. **Faxed copies will not be accepted.**

*The institution should:*

Complete Part B of the *original* application form and sign Part B verifying the receipt and intent of the gift in accordance with the conditions of the program. Please return the *original* application form to Unilever Matching Gifts, P. O. Box 8499, Princeton, NJ 08543- 8499

Upon verification of the information in the returned application, the Foundation will mail its matching gift directly to the institution. **Beginning in 2004, checks will be sent out on a quarterly basis as detailed below. Please note that especially at year end, gifts must be received by December 1 in order to mail out by December 31. Forms received later than one year from the date of the gift will not be matched.**

Received By:	3/1	6/1	9/1	12/1
Processed By:	3/31	6/30	9/30	12/31

For more information or additional application forms, please contact Unilever Matching Gifts Program via email at [unilever@easymatch.com](mailto:unilever@easymatch.com) or by phone at 1-866-545-9204

**ADMINISTRATIVE CONDITIONS**

The Foundation may suspend, change, revoke or terminate this program at any time. No individual and no eligible institution or fund will acquire any rights against the Foundation by reason of the Foundation's failure to make a matching contribution.

The interpretation, application and administration of the program shall be determined by Unilever United States Foundation, Inc. and its decision shall be final.



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UNILEVER UNITED STATES FOUNDATION, INC.

Matching Gifts Program Request Form

Donor Instructions:

- Complete Part A of this form - one for each gift. Please print or type.
Send the form and a copy of the program guidelines with your contribution to the institution.

Institution Instructions:

- Verify receipt of gift.
Complete Part B of this form. Please print or type.
If this is your first matching gift request to the Unilever Matching Gifts Program, please enclose a copy of your Internal Revenue Service 501(c)(3) IRS determination letter and a brief description of your organization's primary mission statement or purpose.
Forward form to the address printed below.

PART A - To be completed by Employee:

Employee No./Last Name + 5 last digits of SSN
Donor Name
If spouse is the contributor, name of spouse
Home Address
City and State Zip
Business Telephone, including area code
E-mail Address
Exact Date of Gift
Amount of Gift (min \$25) Amount to be Matched (min \$25)

Type of gift: Please check one:

- Check / Credit Card / Money Order
Securities

If Stock, Number of Shares and Name of Stock
Name of Organization
Organization City, State
Restriction or Purpose (if any)
I hereby authorize the above named institution to verify this gift and report it to the Matching Gift Program, Unilever United States Foundation, Inc., for the purpose of qualifying for a contribution under the Foundation's Matching Gift Program. I am eligible to participate in this program.
Signature Date

Part B - To be completed by Institution

Employer Identification Number (EIN)
Name of Institution:
Address
City and State Zip
Telephone, including area code Fax, including area code
E-mail Website Addresses (if any)
Date Gift Received
Amount of Gift Tax Deductible Gift Amount

This institution is accredited by:

(For educational institutions & hospitals only)

I certify that the gift in the amount and form indicated above was received and that this institution meets the eligibility requirements outlined in this brochure.

Authorized Officer's Name (please print)
Title (please print)
Signature of Authorized Officer Date

Please mail completed form and any required enclosures to:

Unilever Matching Gifts Program
P.O. Box 8499
Princeton, NJ 08543-8499

Phone: 1-866-545-9204
E-mail: Unilever@easymatch.com
Web Site: http://www.easymatch.com/Unilever