



Policy and Procedures

www.toedthealth.com | toedthealth@gmail.com

Policy Name	Matching Gifts program
Effective Date	11/11/2021

1.0 Purpose

The purpose of this policy is to outline the procedure for Toedt Health Solutions LLC employees to make use of the Matching Gifts program.

2.0 Policy

Toedt Health Solutions LLC supports our employees' charitable donations through our Matching Gifts program. This program allows all regular employees to have their personal charitable donations matched by the company.

Open to all regular staff, personal donations to registered charities can be matched by the company dollar for dollar from US \$50 to a maximum of US \$2,500 per calendar year.

Through this policy and our program we support organizations that are registered as a charity or not-for-profit or tax exempt organizations and that are consistent with our values.

3.0 Procedures

GUIDELINES FOR MATCHING

To apply for your personal charitable donations to be matched by the business, you can submit a written request to the CEO of Toedt Health Solutions, LLC to make a matching gift of up to US \$2,500 for a registered charitable organization. The Matching Gifts Program is at the discretion of and subject to final determination by the CEO.

Employees must adhere to our core values (STRENGTHEN, STIMULATE, BE HONORING, CATALYZE, HAVE IMPACT) which define our corporate commitment to the communities in which we live and work.



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Gifts must be made by the employee to the qualified organization, not merely pledged, and must support the organization's primary mission. Gifts must be charitable contributions that are deductible for federal income tax purposes.

The interpretation, application, and administration of this program will be determined solely by the CEO, and all decisions shall be final. The program may be suspended, changed, revoked, or terminated at any time without notice. The budget that Toedt Health Solutions, LLC sets aside each year for the Matching Gifts Program accommodates a high level of participation. However, forms received will be processed on a first-come, first-served basis each calendar year until that current year's Matching Gift budget is exhausted.

WHAT GIFTS ARE NOT ELIGIBLE?

Ineligible organizations include, but are not limited to, the following (this list may be expanded or amended from time to time by Toedt Health Solutions, LLC):

A. Organizations that discriminate or advocate discrimination against a person or group on the basis of race, color, national origin, ancestry, sex, age, religion, physical or mental disability status, medical condition, protected veteran status, marital status, pregnancy, sexual orientation, gender, gender identity, gender expression, membership or non-membership in any lawful organization, or any other basis prohibited by local laws or regulations; or

B. Political organizations (partisan organizations or those supporting specific candidates or legislation) including those defined by the IRS under Section 501(c)(4); or

C. Business organizations as defined by the IRS under Section 501(c)(6); or

D. Organizations that do not comply with the USA PATRIOT Act; or

E. Organizations that might represent a conflict of interest with Toedt Health Solutions, LLC's business interests or its reputation or relationships with others.

The employee must retain a copy of the check or credit card transaction made payable to the organization.

Note: Toedt Health Solutions, LLC does not necessarily endorse the nonprofits that receive matching gifts through the Matching Gifts Program. Toedt Health Solutions, LLC employees select the nonprofits they support through the Program and Toedt Health Solutions, LLC supports the employee's efforts by matching their contributions up to \$2,500 per employee per year. Employees and retirees are encouraged to research the activities, practices, and viability of nonprofits before contributing financial support. After verifying that your contribution qualifies for matching, Toedt Health Solutions, LLC will send a check to the organization you have designated. Gifts are matched annually with payment made not later than the quarter following that in which Toedt Health Solutions, LLC receives your properly completed form.



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SOLUTIONS LLC**

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I request Toedt Health Solutions, LLC to make a matching contribution on my behalf. I have read the guidelines and believe this to be a qualified contribution under Toedt Health Solutions, LLC Matching Gifts program requirements.

SECTION A:

DONOR INFORMATION

Name	
Home Address	
City	
State	
Zip Code	
Phone	
Email Address	
Total Gifted \$	

SECTION B:

ORGANIZATION INFORMATION

Please provide information for each organization below. If your gift is earmarked for a specific purpose (e.g., Annual Fund, Engineering Department), note this on the "Program designation, if any" line. Toedt Health Solution, LLC's matching amount will be designated for the same purpose. (Total match to all supported organizations cannot exceed \$2,500 for employees)

Organization Name	
Program designation, if any	
City	
State	
Date of Gift	
Gift Amount	
Match Amount	
Employee Identification Number (EIN)	

Organization Name	
Program designation, if any	
City	
State	
Date of Gift	
Gift Amount	
Match Amount	
Employee Identification Number (EIN)	