

## 3Mgives College\University Match

The 3M Foundation matches employee and retiree gifts (until 5th anniversary of retirement) to colleges, universities, and diverse scholarship nonprofits located in the United States or U.S. Possessions.

### Who Can Participate?

- Regular full-time and part-time U.S. employees of 3M and its domestic subsidiaries on the date the gift is made.
- Regular U.S. retirees of 3M and its domestic subsidiaries at the time the gift is made until the fifth anniversary of retirement from 3M then no longer eligible.
- If both spouses are eligible donors as defined above, then the gift is matched for each. Both spouses must enter the gift online and submit both coupons with one payment.
- Members of the 3M Board of Directors.

### Step 1 - Register your gift on-line

- Log into: <http://www.3Mgives.com>. Click on “Employee/Retiree.”
  - Single Sign-On is available for employees
  - Retirees – If you have previously participated in College\University Match, sign in with your 8-digit employee# (01\_ \_ \_ \_ \_) and the password you assigned. If you are a “First Time User” click on “Create your password” and fill out the registration information. If you do not have an email address, use “tempmg@mmm.com” and click “Save.”
- Click “Enter the College\University Match”
- Search for College\University. You have two options:
  - 1) If you have donated to a College\University in the past, you can select “Create New” from your history, or
  - 2) If you need to search for your College\University, key in the name of the organization and the state and click “Search.”
- Once you find your organization, click on “Select” and fill out the appropriate information.
- If you are designating your gift, be sure to fill out the “Designation” box.
- Click “Submit” and “Display the coupon in a new window.”



### Step 2 - Email or mail College\University Match coupon

The organization MUST verify your gift. You have two options to send your coupon:

- 1) Print coupon and send with your payment by US mail to the organization
- 2) Or, highlight the coupon and copy\paste it into an email to your matching gifts contact

### Step 3 - College\University verifies your gift

- Your college\university will use information from your coupon to verify receipt of your donation
- Follow-up with your organization, if necessary. All gifts need to be entered in the given year and verified by Feb. 28 of the following year of your gift date (See gift verification section).
- Matches are paid in March, July, and December

Thank you.

#### 3Mgives

3M Center, Building 225-01-S-23

St. Paul, MN 55144-1000

<http://www.3Mgives.com>

Email questions: [matchinggifts@mmm.com](mailto:matchinggifts@mmm.com)

See next page for Guidelines

# 3Mgives College\University Match Guidelines

## Gift Minimums and Maximums

- Minimum gift: \$25
- Maximum match: \$5,000 in a calendar year
- Matching of total gifts made to colleges/universities and/or diverse scholarship nonprofits cannot exceed \$5,000 per calendar year
- Employees: 1:1 match
- Retirees matched .50:1 until five-year anniversary of retirement; then no longer eligible

## Gift Designation

- There is a space within the online form to designate gifts
- Donors may designate their gifts to special projects or departments within the college or university
- The 3M Foundation match follows the gift designation
- Undesignated gifts are directed to student scholarship. Institutions that receive over \$5,000/year are encouraged to establish a non-endowed 3M and Alumni Scholarship and expend funds within two years of receipt

## Gift Verification

- The College\University match operates on a calendar yr.
- The date the 3M donor enters the gift online becomes the gift date and is attributed to that calendar year
- Organizations must verify the gift by February 28 of the following year to receive the match. After that date, the gift is marked ineligible and will not be matched
- Donors may return to the website to see if the gift has been verified and should follow up with the organization
- Checks are processed in March, July, and December each year

## Eligible Organizations

- Colleges and universities, located in the United States or a U.S. Possession, that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code
- The college\university must be accredited, degree-granting technical institute, community college, college, university, graduate or professional school
- Diverse scholarship, 501(c)(3) nonprofits, including, but not limited to, national and local chapters of these examples: Asian & Pacific Islander American Scholarship Fund, American Indian College Fund, Hispanic Scholarship Fund, and United Negro College Fund
- Nonprofits directly affiliated with a college/university such as public broadcasting stations
- To have an organization reviewed for eligibility, you can click on the “Nominate” link on the organization search page. Once you submit your nomination, 3Mgives staff will review within and let you know if it is eligible.

## Organizations Not Eligible

- Elementary or secondary schools
- U.S. nonprofits established for the purpose of raising funds for universities outside the United States
- “Friends of” or other nonprofits established in the U.S. that serve as international universities

## Types of Gifts Matched

- Personal gifts paid - not pledged
- Gifts paid by check, credit card or in the form of a security having a fair market value. In the case of stock gifts, the gift is matched at the average selling price on the day of the donation
- Gifts made through charitable gift trusts, gift accounts or donor advised funds at community foundations

## Gifts Not Eligible for Match

- Multi-year pledges or commitments
- Tuition payments or other student expenses
- Gifts to special events attended by 3M donor
- Insurance payments
- Group collections submitted by 3M donor
- Gifts made through charitable remainder trusts or bequests
- Donations of personal or real property
- Deferred gifts or gifts made by spouses or surviving spouses of deceased employees/retirees
- Gifts that do not comply with 3Mgives College/University Match rules

**3Mgives may modify, suspend or end this program at any time. 3Mgives interprets program guidelines and administers the program under policies and procedures established by the 3M Foundation Board.**

## 3M’s Non-Discrimination Policy:

3M EEO policies prohibit all forms of discrimination or harassment against applicants, employees, vendors, contractors, or customers on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, pregnancy, genetic information, sexual orientation, marital status, citizenship status, status with regards to public assistance, gender identity/expression, membership or activity in a local human rights commission, or any other reason prohibited by law. Our affirmative action policies and programs are designed to include the necessary reporting and monitoring required to ensure equal opportunities for qualified minorities, women, protected veterans, and individuals with disabilities, and also to provide reasonable accommodation to individuals with disabilities, including disabled veterans.