

## 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. 3M employees on the date the gift is made.
- Regular U.S. retirees of 3M 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 their gift online and submit both gifts with one payment.
- Members of the 3M Board of Directors.

### 1 Register your gift

- Log into: <http://www.3Mgives.com>
  - Scroll down to “Employees and Retirees” and click on “Register for your Matching Gift:
  - Log in:

LOGIN – EMPLOYEE SINGLE-SIGN ON
LOGIN – OUTSIDE 3M NETWORK

- Click on “College/University Match” at the top of the page and follow the online instructions to register your gift

You have two options to search for your College/University:

- 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.



### 2 Send confirmation to organization

You have two options to send:

- Print coupon and send with your payment by US mail to the organization
- Or, click the E-mail option and send to your matching gift contact

### 3 Organization confirms your gift

- The organization needs to go on-line and confirm your gift. The gift must be confirmed by February 28 of the year following your gift. Follow-up with your organization, if necessary.
- Matches are paid in March, July, and December

#### 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 Confirmation

- 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
- 3Mgives reserves the right to not match to organizations that present risk to 3M’s reputation or consistently underperform in financial and accountability/transparency expectations of the nonprofit community.

## 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’s EEO and AA standard prohibits 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. 3M’s EEO and AA standard and programs include the necessary reporting and monitoring required to ensure equal opportunities for qualified minorities, women, protected veterans, and individuals with disabilities, and also provide reasonable accommodation to individuals with disabilities, including disabled veterans.