

Aspect

Guidelines:

What gifts are eligible?

- Any regular, full or part-time Aspect Employee, in any location world-wide, with 6 months of employment at the time of the gift can participate.
- One-time personal contributions in the form of cash, check, credit card or negotiable securities made to an eligible organization.
- Payroll deduction contributions made through the Aspect Global Employee Giving Campaign to an eligible organization.
- One voluntary activity for an educational institution or eligible non-profit per calendar year will be matched with a grant of \$250. to be eligible for this grant, you must either volunteer 40 or more hours during the year or serve on the organization's governing board.
- The minimum eligible gift is \$25 (or the equivalent in a foreign currency).
- Eligible gifts will be matched on a 1:1 basis up to a total of \$5,000 per employee per calendar year.

What gifts are ineligible?

- Gifts made, in whole or in part, with funds received from other people. This includes funds raised in walk-a-thons and similar fundraising events. Only the employee's personal contribution can be matched.

Procedure:

- The employee completes and signs the Employee Section of The Aspect Global Employee Giving Program Form and sends the form, along with their contribution, to the recipient organization. Volunteer activities are documented in the same way.
- An officer of the organization completes and signs the Organization Section of the form and forwards it to The Aspect Matching at the address below. First time applicants should include proof of tax status.
- The form is processed. Donors are notified immediately of ineligible gifts.
- Eligible requests received by the first of March, June, September, and December are included in the current quarter's payment. Forms which arrive later or which are incomplete are processed during the following quarter.
- The interpretation, application, and administration of The Aspect Global Employee Giving Program will be determined by Aspect Telecommunications, whose decision will be final.
- Aspect Telecommunications may at any time amend, suspend, or discontinue The Aspect Global Employee Giving Program.

Aspect Matching Gift Program

PO BOX 7516, Princeton, NJ 08543-7516, Phone: 800-480-GIFT

