

DRIVEN BY VALUE



Matching Gift User Guide

To Enter A Matching Gift

To register a Matching Gift, select “Get Started” under Matching Gifts Program.

Transform Tomorrow

Transforming Tomorrow Together

We strive to build partnerships that support a more sustainable society. In 2015, we worked with NGOs, foundations, and others globally to invest more than \$165 million in programs that aim to improve the livelihood of future generations. Through partnerships, resources, and leadership, we hope to Transform Tomorrow Together.

Matching Gifts Program

The Freeport-McMoRan Foundation Matching Gifts Program is designed to encourage employees to support their communities through charitable giving to eligible organizations including educational institutions / schools, social service organizations, hospitals, environmental organizations, cultural institutions and community funds.

Please note: This is not a donation tool. A donation to the organization AND either an electronic copy of the receipt or an email address for the organization is needed prior to selecting “Get Started”.

[Get Started](#)

Employee Volunteer Fund / Journal Personal Volunteer Hours

Freeport-McMoRan applauds employees for the time they spend volunteering in their communities and recognizes the value of active involvement. Through the Employee Volunteer Fund section, you can log your personal volunteer hours and/or submit an Employee Volunteer Fund application. Through the Employee Volunteer Fund program, when an employee volunteers 25 hours the nonprofit is eligible to earn a \$250 grant and when an employee volunteers 50 hours or more the organization is eligible for a \$500 grant.

Volunteerism

Freeport-McMoRan's roots does the company's comm creating a culture of corpor citizenship throughout its g operations. This is supporti fostered in numerous ways company-sponsored volunt opportunities for employee: families through the High-C program. The High-Grade I program is designed to givi an opportunity to apply thei help their communities gro as well as stay sustainable

[Get Started](#)

Search for an Organization

Step 1. Search For Your Organization: Enter the organization's name in the keyword search field and select the state or search by the organization's tax id or school/district id.

OR

Select from My Organizations: For an organization that you have previously submitted a request, select the organization from the "My Organizations" section and select "Create New" (this box appears once you have submitted an online request).

Matching Gifts Program

There are two ways that you can submit a matching gift request:

1. Search for the organization using the keyword search and selecting a state, or you can search by Organization Tax ID or School/District ID.
2. For an organization that you have previously submitted a request for, select the organization from your "My Organizations" box, and click the "Create Application" button (Please note: this box appears once you have submitted an online request).

Step 1: Search for Your Organization

To request a matching gift search for the organization you donated to by entering key words of the organization's name and the state (both fields are required). If you cannot find a school by searching Keywords, search using the Tax ID or [School ID \(NCES number\)](#).

Organization Name:

State:

U.S. Tax ID/EIN or NCES ID:

Select from My Organizations

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create New".

Select	Organization Name	Remove from List
<input type="radio"/>	BOYS & GIRLS CLUBS OF SCOTTSDALE INC (SCOTTSDALE, AZ)	<input type="button" value=""/>
<input type="radio"/>	City Year, Inc. (Boston, MA)	<input type="button" value=""/>
<input type="radio"/>	KEEP ARIZONA BEAUTIFUL (PHOENIX, AZ)	<input type="button" value=""/>
<input type="radio"/>	THE JUNIOR LEAGUE OF PHOENIX, INC (PHOENIX, AZ)	<input type="button" value=""/>

Matching Gift/Special Appeals Donor Balance

Employee Giving Programs	
Matching Gifts	
Number of Transaction(s):	0
Total Match Amount:	\$0.00
Special Appeals	
Number of Transaction(s):	0
Total Match Amount:	\$0.00
Employee Giving Programs Balance:	
\$40,000.00	

Balance = Remaining dollar amount on your \$40,000 balance

Matching Gifts Not Yet Submitted

Click the "Edit" link to complete matching gift information that has not been submitted. Click the "Delete" link if you want to remove the matching gift information.

Action	Organization Name	Type	Description
Edit Delete	ARIZONA FORWARD ASSOCIATION	Matching Gifts	\$25.00 on 11/07/2014

Matching Gifts Giving History

Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.

Display activity for year: [2014](#) [2012](#)

Action	Organization Information	Description	Status
Create New	BOYS & GIRLS CLUBS OF SCOTTSDALE INC	\$150.00 on 11/10/2014	Match was Paid on 12/22/2014
Create New	Crisis Nursery, Inc.	\$50.00 on 10/30/2014	Match was Paid on 11/07/2014
Create New	DOWN SYNDROME COMMUNITY	\$50.00 on 10/02/2014	Match was Paid on 11/07/2014

DRIVEN BY VALUE FREEPORT-McMORAN

Select an Organization from Search

To select an organization, click the “Select” link in the action column. Carefully review the organization’s address information.

Note: If the address is not correct or you do not see the organization listed, select the “Nominate your organization” link.

Organization Search Criteria

* Indicates required field

Organization/School Name:

City:

State:

U.S. Tax ID/EIN or NCES ID:

Search Results

If the organization you donated to appears below, click on the “Select” button to complete the matching gift form. If the organization you donated to does not appear:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For Example, if you’re looking for “South Elementary School Parent Teacher Organization”, just search for “South School”.
- Still can’t find your organization? [Nominate your organization](#) for inclusion in our nonprofit database.

Organization/School Name	Address	Action
Boys & Girls Club of Globe SIGNAL PEAK COMMUNITY FOUNDATION	PO BOX 2492 GLOBE, AZ 85502-2492 United States U.S. Tax ID/EIN: 26-1219058	Select
Boys and Girls Club of the Gila Valley GILA VALLEY RECREATION FOUNDATION INC	805 S. Seventh Ave. SAFFORD, AZ 85546-0000 United States U.S. Tax ID/EIN: 42-1553251 http://www.boysandgirlsclubofthegilavalley.org	Select
Boys & Girls Club of the East Valley - Globe Branch BOYS & GIRLS CLUBS OF THE EAST VALLEY	1435 S. Hagen Road Globe , AZ 85501 United States U.S. Tax ID/EIN: 86-0550646 http://www.clubzona.org	Select
BOYS & GIRLS CLUB OF GILA VALLEY	805 S 7TH AVE SAFFORD, AZ 85546-2943 United States U.S. Tax ID/EIN: 364708413	Select
Boys & Girls Club of Bisbee BOYS & GIRLS CLUB OF BISBEE AZ	405 Arizona Street Bisbee, AZ 85603 United States U.S. Tax ID/EIN: 86-0986317 http://www.bgcbisbee.com	Select
Boys and Girls Club of Round Valley	PO BOX 1606 EAGAR, AZ 85925-1606 United States U.S. Tax ID/EIN: 27-5238993 http://rvbgc.com	Select
BOYS & GIRLS CLUB OF AHA MACAV INC A FORT MOJAVE NONPROFIT COPROPRATIO	PO BOX 6483 MOHAVE VALLEY, AZ 86446-6483 United States U.S. Tax ID/EIN: 860951487	Select
BOYS & GIRLS CLUB OF BISBEE AZ	PO BOX 5205 BISBEE, AZ 85603-5205 United States U.S. Tax ID/EIN: 860986317	Select





Select from My Organizations

Select from My Organizations

Organizations appearing in this section are organizations to which you have previously donated. To select an organization from “My Organizations”, click the button to the left of the organization’s name and select “Create New”.

Select from My Organizations

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create New".

Select	Organization Name	Remove from List
<input type="radio"/>	BOYS & GIRLS CLUBS OF SCOTTSDALE INC (SCOTTSDALE, AZ)	
<input type="radio"/>	City Year, Inc. (Boston, MA)	
<input type="radio"/>	KEEP ARIZONA BEAUTIFUL (PHOENIX, AZ)	
<input type="radio"/>	THE JUNIOR LEAGUE OF PHOENIX, INC (PHOENIX, AZ)	

Nominating an Organization

If the organization cannot be found by searching, you will need to nominate the organization. Enter the required information, including an email address for the contact at the organization. *If the organization meets eligibility requirements*, it will be added to the database. Note: It is the responsibility of the employee to provide accurate information on the organization being nominated.

Please supply as much information about the nonprofit organization you would like to nominate. If/when the organization meets eligibility requirements, it will be added to our database, your matching gift information will be submitted and you will be notified via email. Please note it is the responsibility of the employee to provide accurate information on the organization being nominated.

* Legal Name	Please enter the name of the organization.	<input type="text"/>
* Address	Please enter the organization's address	<input type="text"/>
* City	Please enter the organization's city.	<input type="text"/>
* State	Please select the organization's state.	<input type="text" value="▼"/>
* Zip Code	Please enter the organization's zip code.	<input type="text"/>
Telephone	Please enter the organization's telephone number.	<input type="text"/>
* E-mail Address	Please enter the email address of the organization/contact at the organization.	<input type="text"/>
Website Address	Please enter the organization's website address.	<input type="text"/>
* Contact First Name	Please enter the first name of organization contact.	<input type="text"/>
* Contact Last Name	Please enter the last name of organization contact.	<input type="text"/>

Creating your Matching Gift

Enter the matching gift information and select “Save and Proceed”.

Note:

- There is a \$25 gift minimum
- If you make multiple gifts to an organization throughout the year PLEASE wait until the end of year and submit one receipt
- The gift date cannot be in the future

* Total Gift Amount Enter the total, tax deductible, gift amount.

* Designation To direct your match to a particular program or department within the organization, enter it here. If you want the organization to direct the match to the area of most need, enter 'General Support.' ***Please Note: funds to churches need to be designated to a social program run by the church (such as food banks or soup kitchens that are open to anyone) and cannot support general operations.**

Funds cannot be used for the following:

- reduction in or payment of tuition/fees
- religious organizations or programs whose primary purpose is propagating a particular religious faith, creed or doctrine or programs limited to church membership
- organizations that discriminate on the basis of race, gender, religion, age, disability or veteran status
- political or lobbying organizations, including those supporting the candidacy of any individual
- organizations that may pose a conflict with the goals, programs, products or employees of Freeport-McMoRan and its subsidiaries
- Individuals, including support for specific students, researchers, travel funds, conference feeds, medical procedures, etc.
- labor organizations
- housing and/or travel subsidization for the employee or any recipient
- membership fees or dues
- event /entrance or subscription fees
- insurance payments
- equipment fees
- event tickets
- advertising
- collegiate athletic programs (such as construction of an athletic stadium or athletic scholarships)
- gifts made with funds provided to donor for donation purposes by other persons
- gifts to organizations not eligible to receive tax-deductible charitable contributions as determined by the IRS

* Type of Gift Select the eligible category.

* Gift Date Please enter the date of your gift. Note* Matches will only be made for gifts given in the current and previous calendar years.

(MM/DD/YYYY)

Matching Gift Verification

There are TWO ways your matching gift can be verified. You can do one or the other. Do NOT do both.

Option 1: (recommended)

- Gift receipt upload.
 - This is the quickest way to ensure your matching gift is approved. By uploading a gift receipt you are providing documentation that the organization has received your gift.
 - This option happens *prior* to submitting your gift.

Option 2:

- Organization Verification
 - If you are unable to provide documentation of your gift there is an option to send the organization an email. The email will provide the organization with direction on how to verify receipt of your gift.
 - This option happens *after* submitting your gift.

Option 1: Gift Receipt (recommended)

If you received a gift receipt from the organization or have a copy of your check, upload it to expedite processing and payment of your matching gift by selecting “Upload File”.

Verification Process

Option 1 - Gift Receipt Upload

Instructions:

In order to process your matching gift request quickly, please upload a copy of your online gift receipt you received from the organization. If you do not upload your gift receipt, the processing time for payment to the organization is 3-4 weeks after the organization confirms your gift. The receipt:

- Must be on organization's letterhead or have some sort of signature or stamp that is clearly from the organization (the name of the organization donated to must be clearly listed on the receipt)
- Needs to have gift date, amount and name of donor
- Must fall within Matching Gifts Program guidelines
- Must be legible

Upload File

Review and Submit Matching Gift

Review your matching gift information and select “Submit”. If you need to make a change, select “Make a Change” and modify your gift information. The “Save Only” button will allow you to modify the gift record on the Matching Gift page.

Note:

The “Save Only” button does not submit your gift. You must select “Submit” in order for your request to be sent.

Review Matching Gift Information

* indicates required field

Please review your matching gift information. If you would like to make a change, click 'Make a Change'. If you would like to save your application and return to work on it later, click the 'Save Only' button. Clicking the 'Submit' button will immediately send your matching gift request to Freeport-McMoRan Copper & Gold Foundation and you will not be able to perform further editing.

***Recipient:**
FELINE FRIENDS RESCUE ADOPTION LEAGUE
PO BOX 2452
SALEM, NH 03079-1155
Telephone: 978-824-0352
Fax: 978-824-0352
E-mail Address: erika.smith@cybergrants.com
Website Address: <http://www.cybergrants.com>
U.S. Tax ID/EIN: 020480464

Employee Matching Gift Information

* **Total Gift Amount** \$25.00

* **Designation** Development

* **Gift Date** 08/01/2012

* **Gift Payment Method** Cash

Gift Receipt Upload

* **Donor Authorization** I authorize

Option 2: Organization Verification

If you do not upload a receipt, you must notify the organization that a Matching Gift was submitted via email receipt (Click Email Receipt for Organization).

Next Step: Matching Gift Submission

* indicates required field

If you have uploaded a gift receipt from the organization, you do not need to take any further action.

If you have not uploaded a gift receipt then the Non-Profit Organization must confirm receipt of your donation. A contribution WILL NOT be made if the organization does not confirm receipt of your gift. You can notify the organization of your donation by sending the email receipt below:

[Email Receipt for Organization](#)

*Please note: If an email address is not on file, you will need to contact the organization directly to obtain a contact e-mail address.

Your Gift ID Number is **81956793**. Please reference this Gift ID Number in your correspondence if you have any questions.

To print a copy of this completed application, for your records, click the Print button below.

[Print](#)

Click here to [return to the Matching Gifts Homepage](#) when you are finished.

*Recipient:
KEEP ARIZONA BEAUTIFUL
PO BOX 25126
PHOENIX, AZ 85002-5126
Telephone Number: 602-651-1227
E-mail Address: executivedirector@kazb.org
Website Address: <http://www.kazb.org>
U.S. Tax ID/EIN: 860472734

Option 2 cont.: Organization Verification

1. Enter the recipient organization's email address

* indicates required field

Please include the Reply-To email address (this is your email address) and the Recipient email address (this is the organization's email address) which can be found in the Message below. Please assure that the email address is typed correctly in order for your email to be sent. No record of this email will be kept in the system. If the organization does not verify your gift in a timely manner, please contact the organization directly to follow up.

* Name:

* Reply-To:

* Recipient(s): Use "," or ";" to separate recipient emails.

* Subject:

Attachment(s):

2. Click Preview (at bottom of the page) and review the email.

3. Click Send (at bottom of the page).

NOTE: It is the employee's responsibility to follow up with the organization and ensure their gift is verified. The org. will receive system generated reminders every 30,60, and 90 days.

*The request will NOT be paid out until the organization verifies the gift.

Checking Balance & History

Matching Gift Donor Balance:

The Foundation will match employee contributions of \$25 or more, up to an annual maximum of \$40,000.

Matching Gifts Giving History: Displays detail of registered gifts.

- **Create New:** Allows you to create a new matching gift for the same organization.
- **Description:** Allows you to see the detail of the gift you submitted, including receipt information.
- **Status:** Allows you to see if the gift you registered is awaiting organization confirmation, has been confirmed, approved, declined or paid.

Matching Gift/Special Appeals Donor Balance	
Employee Giving Programs	
Matching Gifts	
Number of Transaction(s):	0
Total Match Amount:	\$0.00
Special Appeals	
Number of Transaction(s):	0
Total Match Amount:	\$0.00
Employee Giving Programs Balance:	\$40,000.00
Balance = Remaining dollar amount on your \$40,000 balance	

Matching Gifts Giving History				
Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.				
Action	Organization	Type	Description	Status
Create New	CYBERGRANTS TEST ORGANIZATION	Matching Gifts Program	\$100.00 on 08/01/2012	Organization has Confirmed Gift
Create New	FELINE FRIENDS RESCUE ADOPTION LEAGUE	Matching Gifts Program	\$25.00 on 08/01/2012	Pending Organization Confirmation

For questions about submitting a
Matching Gift form, contact

cgsupport@cybergrants.com

or 855-518-8502.