



McGraw Hill
Red Cube Cares Matching Gift Program Guidelines
Updated January 2022

OVERVIEW

McGraw Hill's Red Cube Cares Matching Gift program is a global program that encourages charitable giving by company employees to support and enhance the communities where we live and work. The program provides additional funding to qualifying nonprofit organizations where our employees have made personal donations.

Participant Eligibility

Active full-time employees, active project status employees, and active part-time employees who work 20 or more hours per week for McGraw Hill may request a matching gift.

Nonprofit Organization Eligibility

In the U.S., a nonprofit organization is eligible for a matching gift if it is tax-exempt under Section 501(c)(3) of the Internal Revenue Code and qualifies as a public charity or private operating foundation under IRS rules.

Outside of the U.S., an organization must be a registered nonprofit entity in the country in which it is located, equivalent to the 501(c)(3) status of U.S. organizations.

An Advisory Board made up of representatives from Corporate Communications, Culture & Talent and Legal will make any final determination regarding the eligibility or ineligibility of an organization.

Eligible nonprofit organizations include, but are not limited to:

- those that focus on long-term solutions for issues related to education.
- civic, arts and cultural organizations.
- environmental, health and human services agencies and organizations.
- publicly-owned and operated museums, libraries, parks and zoos.

Ineligible organizations include, but are not limited to:

- religious organizations (churches, synagogues, mosques, and other houses of worship), or other organizations primarily promoting religious purposes. Institutions associated with religious organizations that provide community social services may be considered eligible if their programs:
 - are open to all individuals in the community regardless of religious belief
 - serve a secular purpose, such as food pantry or homeless shelter
 - do not require participation in religious activities as a condition to receiving service(s) offered
- sectarian, political, lobbying, professional associations and fundraising organizations; private foundations; fraternities and sororities; marathons or similar events.
- those that do not comply with the USA Patriot Act.
- nonprofits that are classified by the IRS as private non-operating foundations, i.e. foundations that grant money to other charitable organizations vs. distributing funds to their own programs that exist for charitable purposes.
- those that discriminate against others based on age, gender, race, ethnicity, national origin, sexual-orientation, religious preference, mental and/or physical abilities, marital or parental status, military-veteran status, or any other status or condition protected by law.
- those that, in the opinion of the Advisory Board, act and/or represent positions on matters of social, educational or other policy that: (i) are inconsistent with the positions of, (ii) represent a conflict of interest with, (iii) may be harmful to the reputation of or (iv) negatively impact business or other relationships of, McGraw Hill. Organizations engaged in litigation or other disputes involving education policy may require additional levels of scrutiny and review. You can review our corporate policies [here](#).

Matching Gift Requests

McGraw Hill will match employee contributions to eligible nonprofit organizations dollar-for-dollar, up to \$2,500 (U.S.) per calendar year per employee. This total maximum amount may be divided among eligible organizations or given to a single organization. A minimum donation of \$25 is required before requesting a match gift.

From the [Red Cube Cares Matching Gift](#) page on YourCause, an employee may request a match for a donation that has been made or may make a credit card donation directly to a qualifying nonprofit organization.

DISCLAIMER

McGraw Hill reserves the right to alter, amend, or suspend any element of this program at any time. McGraw Hill's governance and budget controls are in place to track the company's distribution of funds associated with the Red Cube Cares Matching Gift Program. These controls are designed to ensure that the program is compliant with the rules of the program and applicable law. McGraw Hill's granting of a matching gift request should not itself be interpreted as an indication that the Company supports the policy advocacy of the matching gift recipient. McGraw Hill reserves the right to suspend the matching gift program at any time, with or without notice.

Red Cube Cares Matching Gift Program

Frequently Asked Questions

Q. What is the Red Cube Cares Matching Gift Program?

A. McGraw Hill's Red Cube Cares Matching Gift program encourages charitable giving by company employees to support and enhance the communities where we live and work. The program provides additional funding to eligible nonprofit organizations where our employees have made personal donations.

Q. Who is eligible to participate in the Matching Gift Program?

A. Active full-time employees, active project status employees, and active part-time employees who work 20 or more hours a week for McGraw Hill Education may request a matching gift.

Q. How do I request a matching gift?

A. From the [Red Cube Cares page on YourCause](#), an employee may request a match for a donation that has been made or may make a credit card donation directly to a qualifying nonprofit organization.

Q. How many matches may I request per year?

A. McGraw Hill will match employee contributions to qualified non-profit organizations dollar-for-dollar, up to a maximum of \$2,500 (U.S.) per calendar year, per employee. This maximum amount may be divided among eligible organizations or given to a single organization.

Q. Is there a minimum gift requirement to receive a matching gift?

A. Yes. A minimum donation of \$25 is required before requesting a match gift.

Q. What types of payments will be matched?

A. Donations by cash, check, and personal credit/debit card are eligible for matching.

Q. What type of receipt do I need to provide in order for my match to be considered?

A receipt from the organization named in your match request that shows the amount of your contribution must be uploaded with your match request submission on the YourCause platform. The receipt should clearly indicate:

- The payment date; and
- That the payment made to the organization was a donation and/or that no goods or services were received in exchange for your contribution.

Q. When will the organization receive my match?

A. Payments are made monthly. For charities outside of the U.S., the match will be paid to the recipient charity through an administrative partner and therefore may take slightly longer.

Q. I requested a matching gift. How do I check if a disbursement has been made to the organization?

A. From the [Red Cube Cares](#) home page, select “Request a Matching Gift”. This will take you to the Matching Gift page. Select “My Giving” from the dropdown menu by your name at the top of this page to view the status of your request. When a disbursement has taken place, the status will be noted as “Complete.”

Q. How long do I have to request a match once I’ve made a donation?

A. All match requests must be submitted by the end of January following the calendar year when the donation was made. For example, all match requests for donations made during the 2021 calendar year must be submitted by January 31, 2022.

If you have submitted your match request prior to January 31st, and are asked to resubmit the match request due to the need for additional documentation, you may resubmit your match request after the January 31st deadline and still be eligible for a company match that will be applied towards your maximum match allowance within the calendar year that you made the donation.

Q. Are there any credit card fees for making a gift through the website?

A. Yes, certain credit card fees apply. Employees are responsible for any credit card fees.

Q. If a group of employees participates in a fundraising initiative, can we request a match for the amount we collect?

A. No. Each employee must make a request for his/her individual donation. Registering donations made by or collected from others is outside the Matching Gift program.

Q. How can I check to see if the nonprofit that I’d like to donate to is eligible for a matching donation?

A. We advise that you connect with your nonprofit to inquire if they have a 501(c)(3) Public Charity EIN/Tax ID number. Many private foundations have associated public charities or parent organizations that will be eligible for charitable donations through the YourCause platform. Once you’ve obtained their EIN, you can search the [Red Cube Cares](#) page on YourCause to verify eligibility and make a new donation, as available.

If you cannot locate the organization on the YourCause platform, visit the [Help & Support](#) page and click on “Suggest an Organization”. The Red Cube Cares team will review your request, and may ask for documentation from the requested organization to determine if it meets the criteria outlined in the program’s eligibility requirements.

Q: My religious organization meets the requirements for inclusion in the platform. What proof is needed for consideration and where do I submit it?

If you cannot locate the organization on the YourCause platform, visit the [Help & Support](#) page and click on “Suggest an Organization”. The Red Cube Cares team will review your request, and may ask for documentation from the requested organization to determine if it meets the criteria outlined in the program’s eligibility requirements.

For religious organizations, a link to a web site or supplied documentation should provide information that demonstrates how the organization meets the criteria specified on pg 2 of these guidelines, specifically that the institution, while associated with a religious organization, provides community social services that:

- are open to all individuals in the community regardless of religious belief
- serve a secular purpose, such as food pantry or homeless shelter
- do not require participation in religious activities as a condition to receiving service(s) offered

Q. Can I request a refund after I have made a donation through the YourCause platform?

A. No, all transactions made through the YourCause platform are managed under a donor-advised fund (DAF) structure. Due to the nature of this type of account, all gifts are irrevocable charitable contributions. The DAF is prohibited from making payments (including refunds) to for-profit companies and nonoperating foundations.

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