E‰onMobil

ExxonMobil Foundation Matching Gift Programs

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ExonMobil

ExxonMobil Foundation Matching Gift Programs

ExxonMobil Foundation Educational Matching Gift Program

Select **Request a Match** on the bottom of the home page or choose **Educational Matching Gift Program** from the navigation bar at the top of the screen.

From the *Educational Matching Gift Program* page, select **Request a Match**, and you may search for an organization under **Organization Search**.

Organization Search		
Enter an organization name or click advanced search for more options. Organization name (required)		
All states	Advanced search	Search

Further down the page, you may view **Educational Matching Gifts History, Matching Gifts Donor Balance,** or **My Nominations**. This will show you nominations for all three programs.

- 1. Search for an Organization
- 2. Enter the **Organization Name.** If you wish to narrow down the search results, you may also perform an advanced search by **State**, **City** and/or **Tax ID**.

Organization Search			
Fill out the fields below to do an advanced search.			
Organization			
Organization name (required)			
all of the words •			
Location			
All states -	City		
U.S. Tax ID/EIN			
		Simple search	Search

3. Select Search.

4. Find your organization. If your organization has a **Select** link in the **Action** column, you may choose this to request a gift. If a **Nominate** link is provided in the Action column for your organization, you must provide the information requested to nominate that organization for the ExxonMobil Foundation's review. See the Error! Reference source not found. document for more information.

Do	nor Matching Gift Information
9 (JNIVERSITY OF NEW HAMPSHIRE FOUNDATION INCORPORATED 9 EDGEWOOD RD ELLIOTT CLUMNI CTR, DURHAM, NH, 03824-0000, United States, U.S. Tax ID/EIN: 020437506
*Wa	s your donation paid to the school?
Did	you receive any benefit for your donation?
*Gif	t Date
Plea	se enter the date your gift was made.
M	//DD/YYYY
*Gif	t Payment Method
For	donations made by via cash, check, credit card or stock.
*Gif	tAmount
The	minimum donation amount that is eligible for a match is \$50.

- 5. Select "yes" or "no" for Was your donation paid to the school?
- 6. Select "yes" or "no" for Did you receive any benefit for your donation?
- 7. Enter the **Gift Date** (the date of your donation).
- 8. Enter the Gift Payment Method (cash/check, credit card, stock)

Enter the Gift Amount.

*Match Amount Requested

Enter how much of this contribution you want matched (full or partial) and should not be more than the tax deductible portion of your gift. The annual matching gift limit is \$7,500.00. Eligible employees and directors are matched 2:1. Eligible retirees & surviving spouses are matched 1:1

Match Designation

If you designated your donation to a specific program, please select the applicable purpose from the drop down list.

-

*Donor's Affiliation with College or University

Who is attending/has attended this educational institution or is part of their administration/faculty/governing board? Note: If your gift is to UNCF, HSF or AICF, please select Employee/Retired.

- Employee/Retired
- Spouse/Surviving Spouse
- Dependent Child
- Director

- 9. Enter the **Match Amount Requested.** This should be the amount you donated to the school. The CyberGrants system will create a match with the appropriate matching gift total based on donor type.
- 10. Select a Match Designation to specify a specific department or school / college the gift is intended for.
- 11. Enter the **Donor's Affiliation with the College / University**, i.e. who attended / is attending the College / University to which the donation is being sent to.

```
*I certify that:
At the time of this gift I qualify for participation in the ExxonMobil Foundation's Educational Matching
Gift Program as an eligible employee, retiree, surviving spouse, or outside director. I also certify that this
gift is my personal contribution and that it meets all of the terms and conditions as stated in the
matching program guidelines, including the stipulation that neither I nor any member of my family nor
any individual designated by me has received or will accept a benefit valued at more than $50 in return
for or as a result of this gift or its matching by the ExxonMobil Foundation.
By checking this box, I certify the above statement.
*I further certify that my personal donation to the institution is being made to support its academic
curricula and/or associated departments and programs, and does not support athletic (including club
sports), social or other extracurricular activity or infrastructure.
By checking this box, I certify the above statement.
*I understand that I may not pledge or commit funds on behalf of the ExxonMobil Foundation in
association with any multi-year arrangement I may have or may plan to initiate with the institution or
qualified educational fund.
By checking this box, I certify the above statement.
*For Current ExxonMobil Employees: I understand that I must comply with the company's Standards of
Business Conduct during my participation in this program. I also understand that non-compliance with
matching program guidelines or falsification of data submitted on this application may result in
suspension from participation in the matching program or disciplinary action by Exxon Mobil
Corporation, up to and including termination of employment.
By checking this box, I certify the above statement.
```

- 12. To proceed, you must review the certification statements on the screen and certify that the donation is eligible for an Educational Matching Gift by checking the box.
- 13. Choose Save and Proceed button to proceed with the request.

Review Information

Please review your Matching Gifts information. Clicking the Submit button will immediately send the application to ExxonMobil and you will then be unable to perform further editing.

UNIVERSITY OF NEW HAMPSHIRE FOUNDATION INCORPORATED 9 EDGEWOOD RD ELLIOTT CLUMNI CTR, DURHAM, NH, 03824-0000, Un	ited States, U.S. Tax ID/EIN: 020437506
Donor Matching Gift Information	
* Was your donation paid to the school?:	Yes
Did you receive any benefit for your donation?:	No
*Gift Date:	08/01/2021
*Gift Payment Method:	Cash/Check
*Gift Amount:	\$50.00
*Match Amount Requested:	\$50.00
Match Designation:	No Preference / Unrestricted
*Donor's Affiliation with College or University:	Employee/Retired
*l hereby certify that:	I have read the terms and conditional and certify that the gift is eligible per the guidelines
Submit Make a Cha	nge Return to Home Page

- 14. Confirm the accuracy of the information provided on the **Review Information page**.
- 15. Choose **Make a Change** to return to the previous step if any information appears to be incorrect, or choose **Submit** to begin the review process for your Educational Matching Gift request.
- 16. After **Submitting**, you are presented with a Confirmation page.
- 17. The confirmation email will be sent directly to the organization to confirm the gift.

Matching Gifts Giving History

Your history of previously submitted match requests and their current payment status are displayed on the Educational Matching Gift page. All gifts are displayed here from pending confirmation, confirmed, scheduled for payment, or paid.

Matching Gifts Donor Balance

The matching gift donor balance displays the current number of matching gift transactions, the total match amount, and the employee giving balance.

ExxonMobil Foundation Individual Volunteer Involvement Program

Select **Request an Individual Volunteer Involvement Program Grant** at the bottom of the home page or choose **Individual Volunteer Involvement Program** from the navigation bar at the top of the screen.

From the *Individual Volunteer Involvement Program* page, select **Request a Volunteer Involvement Program Grant**. You may search for an organization under **Organization Search**.

Further down, you may view **Volunteer Grant History, Volunteer Donor Balance,** or **My Nominations**. This will show you history and balance for both individual and team programs, and nominations for all programs.

Organization Search		
Enter an organization name or click advanced search for more options.		
Organization name (required)		
All states	Advanced search	Search

- 18. Search for an Organization.
- 19. Enter the **Organization Name.** If you wish to narrow the search results, you may also select **Advanced search** by State, City and/or Tax ID/EIN.

Organization Search Fill out the fields below to do an advanced search.				
Organization				
Organization name (required)				
all of the words •				
Location				
All states -	City			
U.S. Tax ID/EIN				
			Simple search	Search

20. Select Search.

Find your organization. If a **Select** link appears in the **Action** column for your organization, you may choose this for a gift. If a **Nominate** link appears in the Action column for your organization, you must provide the information requested to nominate the organization for ExxonMobil Foundation review. Please see the Error! Reference source not found. instructions for more information.

Volunteer Hours Information

Enter starting and ending dates covered by this request. Applications must be submitted within 90 days of days of completion for current calendar year's efforts. Volunteer hours may not be carried over from year to year.

Example: You have volunteered 40 hours. You may only submit 20 hours to match at a time for a maximum \$500 grant award to your organization. The remaining 20 hours will need to submitted on a separate grant request in order for your organization to obtain the \$1000 maximum for your efforts.

HUMANE SOCIETY FOR GREATER NASHUA CORPORATION 24 FERRY RD, NASHUA, NH, 03064-8109, United States, U.S. Tax ID/EIN: 020513344
24 FERRY RD, NASHUA, NH, 03064-8109, United States, U.S. Tax ID/EIN: 020513344
*Volunteer Start Date
Start date of volunteer hours.
MM/DD/YYYY
*Volunteer End Date
Date volunteer services ended.
MM/DD/YYYY
Hours Volunteered
How many hours did you volunteer with the above organization covered by this application?
*Hours to Match
Number of hours for which a match is being requested. Maximum hours for a \$500 grant request is 20 hours. Any additional hours will need to be submitted separately for another \$500 grant request.
20
*Description
Select the volunteer description that best aligns with your actual volunteer activities at the organization.

- 21. Enter Volunteer Start Date and End Date
- 22. Enter the number of **Hours Volunteered**. Please note that a \$500 volunteer grant will only be generated after at least 20 hours of eligible volunteer activity have been performed.
- 23. The Hours to Match field will automatically fill based on how many hours volunteered.
- 24. Select the appropriate **Description** of your volunteer work from the drop-down menu. <u>Please note</u>: You must choose the field that is <u>most closely aligned with your volunteer activity</u>.

Grant Designation



25. Enter the **Grant Designation.** This is only required if there is a specific department and/or purpose you would request that a volunteer grant be directed toward at the organization. This information will be passed on to the charity to use where you designated.

Please note that per the program's guidelines, it is ExxonMobil's policy that employees and retirees avoid any real or potential conflict of interest between their own personal interests and those of the ExxonMobil Foundation. Any questions regarding potential conflicts should be directed to the employee's supervisor or the ExxonMobil Foundation.

- 26. If this volunteer activity was performed by another eligible volunteer, such as a spouse or dependent child between the ages of 12 and 21, please enter the **Volunteer's Full Legal Name**.
- 27. To proceed, you must review and confirm the certification statements on the screen by checking each box.
- 28. Choose Save and Proceed button to proceed with the request.

Review Information	
Please review your Volunteerism information. If you are not ready to subm available to edit from the Welcome page. Clicking the Submit button will im perform further editing.	it your hours at this time, click the "Save Only" button. The request will then be mediately send the application to ExconMobil and you will then be unable to
HUMANE SOCIETY FOR GREATER NASHUA CORPORATION 24 FERRY RD, NASHUA, NH, 03064-8109, United States, U.S. Tax ID/EIN:	020513344
Volunteer Hours Information	
*Volunteer Start Date:	11/01/2021
*Volunteer End Date:	11/30/2021
*Hours Volunteered:	20
*Hours to Match:	20
*Description:	Animal Welfare / On-site Animal Care (We will not count fostering pets in homes.)
Grant Designation:	
Volunteer's Full Legal Name (If different from the applicant):	
*I certify that the volunteer service for this request are NOT::	By checking this box, I certify the above statement.
*At the time of this volunteer work, I qualified as an eligible employee, retiree, surviving spouse, or director.:	By checking this box, I certify the above statement.
*This volunteer work meets all of the conditions stated in the program guidelines, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept a benefit of more than \$50 value in return for or as a result of this volunteer work or the grant provided by the Foundation.:	By checking this box, I certify the above statement.
*I understand that non-compliance with Program Guidelines or falsification of data submitted in this application may result in disciplinary action up to and including termination by ExxonMobil.:	By checking this box, I certify the above statement.
*For current ExxonMobil employees: I understand that I must comply with the company's Standards of Business Conduct during my participation in this program.:	By checking this box, I certify the above statement.
Submit Make a Cha	Return to Home Page

- 29. Confirm the accuracy of the information provided on the **Review Information** page.
- 30. Choose **Make a Change** button to return to the previous step if any information appears to be incorrect, or choose **Submit** to begin the review process for your volunteer grant request.

31. After **Submitting**, you are presented with the Confirmation page.

32. The confirmation email will be sent directly to the organization to confirm the hours volunteered.

Volunteer Grant History

A history of your previously submitted volunteer grant requests and their current payment status are displayed on the Individual Volunteer Involvement Program page. All individual and team grants are displayed here from pending confirmation, confirmed, scheduled for payment, or paid.

Volunteer Donor Balance

The volunteer donor balance displays the donor's current year volunteer grant transactions, the total match amount based on each program type, and the donor's match balance for the year.

Volunteer Grant Histo	volunteer Donor Ba	lance My Nom	inations	
Program Name	Number of Transaction(s)	Limit -	Total Match Amount	= Balance
Individual Volunteer Involvement Program	1	\$2,000.00	\$500.00	\$1,500.00
Team Volunteer Involvement Program	7		\$500.00	

ExxonMobil Foundation Team Volunteer Involvement Program

Select **Request a Team Volunteer Grant** at the bottom of the home page or choose **Team Volunteer Involvement Program** from the navigation bar at the top of the screen.

From the *Team Volunteer Involvement Program* page, select **Request a Team Volunteer Grant**. You may search for an organization in the **Organization Search**.

Further down, you may view **Volunteer Grant History**, **Volunteer Donor Balance**, or **My Nominations**. This will show you history and balance for both team and individual programs, and nominations for all programs.

** Please Note: Requests for Team Volunteer Grants should only be completed by the team captain. **

Organization Search Enter an organization name or click advanced search for more options.		
Organization name (required)		
All states	Advanced search	Search

- 1. Search for an Organization.
- 2. Enter the **Organization Name.** If you wish to narrow the search results, you may also select **Advanced search** by State, City and/or Tax ID/EIN.

Organization Search			
Fill out the fields below to do an advanced search.			
Organization			
Organization name (required)			
all of the words			
Location			
All states -	City		
U.S. Tax ID/EIN			
		Simple search	Search

- 3. Select Search.
- 4. Find your organization. If a **Select** link appears in the **Action** column for your organization, you may choose this to request a gift. If a **Nominate** link appears in the Action column for your organization, you must provide the information requested to nominate the organization for ExxonMobil Foundation review. Please see the Error! Reference source not found. instructions for more information.

		Add employee to te	am	
		Search Name, Email, or Employ	ree ID	
eam Volu	nteer Involvement P	rogram		
our name will be nroll other cowo	automatically populated in the fie rkers by entering in their employe	ld below. Complete the remaining deta e ID in the next available row.	ls as required and then click "Save and	Proceed". You may also
Name	Volunteer Start Date	Volunteer End Date	Hours Volunteered	Action
Rebecca Test	MM/DD/YYYY	MM/DD/YYYY		Delete

5. Begin by adding all of your *employee* team members in the drop down highlighted at the top of the page. Remember, at least five eligible participants must be on your team to request a volunteer grant. Please refer to the program guidelines for more information.

		Add employee to tea	am	
		Search Name, Email, or Employ	ee ID	
Team Volu	nteer Involvement Pi	rogram		
Your name will be enroll other cowor	automatically populated in the fiel	d below. Complete the remaining detai	ls as required and then click "Save and	Proceed". You may also
	inclusion of entering in their employee	ib in the next available row.		
Name	Volunteer Start Date	Volunteer End Date	Hours Volunteered	Action
Rebecca Test	MM/DD/YYYY	MM/DD/YYYY		Delete
Test User	MM/DD/YYYY	MM/DD/YYYY		Delete
Test User 2	MM/DD/WW	MM/DD/WYY		Delete
				Delete
Test Dia	MM/DD/YYYY	MM/DD/YYYY		Delete
Test Ang	MM/DD/YYYY	MM/DD/YYYY		Delete

6. The screen should appear as above. If you are adding another eligible volunteer (spouse, dependent child 12-21), please click the **Add Other Volunteer** button.

*First Name	
*Last Name	
E-mail Address	
*Relation to Donor	· · ·
	Save Cancel

- 7. If you are adding an eligible family member, you must provide the information above. **First Name**, **Last Name**, **E-mail Address** (if applicable) and **Relation to Donor** ("Donor" is the team captain). Click **Save**.
- 8. Once the volunteer team has been created in the system, complete the **Volunteer Start Date** and **Volunteer End Date** fields for all team members. Please note that these dates must be the same for every member of the team.
- 9. Complete the Hours Volunteered field for every member of the team. The hours must total at least 20 to request a volunteer grant. Please only make one grant submission for each team, regardless of the number of hours. For every eligible 20 hours submitted by a team, a \$500 grant will be provided to organization for which your team volunteer after the request for a grant is approved.

	Add employee to te	am	
	Search Name, Email, or Employ	vee ID	
nteer Involvement P	rogram		
automatically populated in the fiel	d below. Complete the remaining detai	ils as required and then click "Save and	Proceed". You may al
ners sy encernig in ener employee			
Volunteer Start Date	Volunteer End Date	Hours Volunteered	Action
MM/DD/YYYY	MM/DD/YYYY		Delete
MM/DD/YYYY	MM/DD/YYYY		Delete
MM/DD/YYYY	MM/DD/YYYY		Delete
· · · · · · · · · · · · · · · · · · ·			
MIM/DD/YYYY	MM/DD/YYYY		Delete
	nteer Involvement Pi automatically populated in the fiel kers by entering in their employee Volunteer Start Date MM/DD/YYYY MM/DD/YYYY	Search Name, Email, or Employ automatically populated in the field below. Complete the remaining deta kers by entering in their employee ID in the next available row. Volunteer Start Date Volunteer End Date MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY	Search Name, Email, or Employee ID automatically populated in the field below. Complete the remaining details as required and then click "Save and kers by entering in their employee ID in the next available row. Volunteer Start Date Hours Volunteered MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY

10. All of the fields in the table shown above must be completed. Once complete, click **Save and Proceed**.

Team Information
TARRANT AREA FOOD BANK 2600 CULLEN ST, FORT WORTH, TX, 76107-1302, United States, U.S. Tax ID/EIN: 751822473, mark.murtagh@tafb.org, http://www.tafb.org
Team ID Unique identified for Team. 903724
Total Hours Volunteered Total of team hours
20 Total Matchable Hours Volunteered Number of slightly bours for which a match is being sequented
20
*Description
(4000 character maximum)
 *I hereby certify that At the time of this volunteer work all team members qualify as eligible employees, retirees, surviving spouses or directors. Or, if team members are family members, they are spouses or children (between the ages of 12-21) eligible ExxonMobil employees, retirees, surviving spouses or directors.
 By checking this box, I certify the above statement.
 *I understand that non-compliance with Program Guidelines or falsification of data submitted in this application may result in disciplinary action up to and including termination by ExxonMobil By checking this box, I certify the above statement.
Save and Proceed Return to Previous Screen Return to Home Page

- 11. A unique **Team ID** will be automatically assigned, which will enable tracking.
- 12. The **Total Hours Volunteered** by your team will also be shown based on the information you provided on the previous page, as well as **Total Matchable Hours Volunteered** (the number of hours matchable for the volunteer grant). Reminder: a \$500 donation will be made to the organization for every 20 hours of eligible volunteer time submitted by a team after the ExxonMobil Foundation has approved the request for a grant.
- 13. In the **Description** field, provide a concise, but detailed, summary of the team's volunteer activity. Please refer to the program's guidelines for information regarding team activity and grant eligibility.
- 14. To proceed, you must review and confirm the certification statements on the screen by checking each box.
- 15. Choose Save and Proceed button to proceed with the request.

Review Information

Please review the event information. Note that you will want to include yourself in the roster, to be signed up for this event. Clicking the Submit button will immediately sign you and your team up for this event.

HUMANE SOCIETY 24 FERRY RD, NASH	FOR GREATER NASHUA CORPORATION HUA, NH, 03064-8109, United States, U.S. Tax ID/EIN:	020513344	
Team Volunte	eer Involvement Program		
Name	Volunteer Start Date	Volunteer End Date	Hours Volunteered
Rebecca Test	11/01/2021	11/13/2021	4
Test Ang	11/01/2021	11/13/2021	4
Test Dia	11/01/2021	11/13/2021	4
Test User	11/01/2021	11/13/2021	4
Test User 2	11/01/2021	11/13/2021	4
Team Inform	ation Team ID:	901830	
	Total Matchable Hours Volunteered:	20	
	*Description: *I hereby certify that::	Walking Dogs By checking this box, I certify the abo	ve statement.
*l understand i falsification of disciplinary action	that non-compliance with Program Guidelines or f data submitted in this application may result in up to and including termination by ExxonMobil.:	By checking this box, I certify the abo	ve statement.
	Submit Make a Cha	ange Return to Home Page	

- 16. Confirm the accuracy of the information provided on the **Review Information** page.
- 17. Choose **Make a Change** button to return to the previous step if any information appears to be incorrect, or choose **Submit** to begin the review process for your volunteer grant request.
- 18. After **Submitting**, you are presented with a Confirmation page.
- 19. The confirmation email will be sent directly to the organization to confirm your team's activity and the hours volunteered.
- 20. You may exit the screen after completing this step. The status of your request for a grant will be communicated to you via email.

Volunteer Grant History

Your history of previously submitted volunteer grant requests and their current payment status are displayed on the Individual Volunteer Involvement Program page. All individual and team grants are displayed here from pending confirmation, confirmed, scheduled for payment, or paid.

Volunteer Donor Balance

The volunteer donor balance displays the donor's current year volunteer grant transactions, the total match amount based on each program type, and the donor's match balance for the year.

Volunteer Grant Histo	Volunteer Donor Ba	lance My Nom	inations	
Program Name	Number of Transaction(s)	Limit -	Total Match Amount	= Balance
Individual Volunteer Involvement Program	1	\$2,000.00	\$500.00	\$1,500.00
Team Volunteer Involvement Program	7		\$500.00	



ExxonMobil Foundation Educational Matching Gift Program Guidelines

The ExxonMobil Foundation's Educational Matching Gift Program is intended to encourage support for accredited U.S. institutions of higher education by employees, retirees and surviving spouses. Eligible gifts up to a maximum of \$7,500 per donor, per calendar year, may be matched by the ExxonMobil Foundation at a 2-to-1 basis for current company employees and outside directors, and on a 1-to-1 basis for retirees, surviving spouses and former outside directors.

It is the responsibility of donors to read, understand and comply with the guidelines and restrictions below prior to requesting a matching gift. ExxonMobil's <u>Standards of Business Conduct</u> apply to all employees.

General Guidelines

- The Educational Matching Gift Program is focused on supporting educational activities, not social or athletic programs and organizations. Contributions made to fraternities, sororities or other social clubs and affiliated alumni organizations; booster clubs; and athletic teams, clubs or facilities are not eligible for educational matching gifts.
- Donations must be made directly to the college or university, namely to the parent institution, not a sub-unit of the institution or separately incorporated group or organization acting as a conduit of funds to the institution. Donations made to general purpose foundations directly affiliated with some state-supported colleges and universities, however, are eligible.
- Donors wishing their personal gifts to be used for a specific educational purpose or particular sub-unit at an eligible institution such as an academic department, program or fund, should indicate such a preference in the relevant section of the online application form. Note, however, that the Foundation's matching gift to the institution is always provided unrestricted and not earmarked; the institution is only advised to use the Foundation's matching gift payment for educational purposes and it is not directed to apply the matching donation to specific entities within the institution.

- The Foundation's matching gift will be based on an actual donation, not a pledge or multi-year commitment made by the donor. Donors shall not enter into agreements or make commitments on behalf of the ExxonMobil Foundation.
- Each donor gift must be a minimum of \$50 payable by check, credit card or in publicly traded securities.
- Institutions receiving donations in association with the Educational Matching Gift Program have 90 days from the date a donation is received to certify and communicate its eligibility.

Eligible Donors

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the U.S., including U.S. domestic employees on expatriate assignments;
- Retirees, and current and former outside directors of Exxon Mobil Corporation, Exxon Corporation or Mobil Corporation;
- Surviving spouses of deceased employees and retirees of the companies referenced above, as defined by ExxonMobil Human Resources; and
- Non-U.S.-payroll employees while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates.

The donor must attest that he or she has a personal affiliation with the college or university, as a current or former attendee, or graduate of the college or university; the spouse or parent of an attendee or graduate; or has been or currently is a member of its faculty, administration or board of trustees. Personal affiliation does not extend to branch universities or facilities.

Eligible Recipient Institutions

Accredited, degree-granting, not-for-profit colleges and universities, including business, law and other graduate schools, that are physically located in the U.S. and exempt from Federal taxes are eligible. The United Negro College Fund (UNCF), American Indian College Fund (AICF) and Hispanic Scholarship Fund (HSF) are also eligible recipients for gifts, with no requirement for a donor's personal affiliation with those organizations. Contributions received by these funds are divided among member schools or programs for use as each deems appropriate. Donors may not designate these contributions for a specific college or university, program or particular type of student.

Gifts to Colleges and Universities

To be eligible for a match, a donation to a college or university must meet all of the following conditions, in addition to the General Guidelines above:

- The gift must be a charitable contribution. Neither the donor nor any member of the donor's extended family or other designated person may receive a gift or benefit of more than \$50 value as a result of the donor's contribution or the ExxonMobil Foundation's matching gift.
- Donations may be made in association with a class fundraising campaign, but should be paid directly to the college, university or general-purpose foundation associated with a state-operated college or university, not to or through an alumni organization or other third party.
- The gift must be a personal contribution, not one made with funds received or collected from other individuals, groups or organizations for the purpose of making the gift.

Gifts to Support Scholarships at Colleges and Universities

Gifts designated for scholarships are eligible only if:

- Participation in intercollegiate sports is not a criterion for eligibility;
- Neither the donor nor any of his or her extended family benefits from the scholarship;
- No one but faculty or administrators of the institution participate in selecting the recipients; and
- The terms and conditions of the award are at least as restrictive as those used by the institution in awarding scholarships out of its general scholarship fund.

Gifts Ineligible for ExxonMobil Foundation Matching

Per, and in addition to, the restrictions outlined in the General Guidelines above, the Foundation will not match:

- Gifts used to support intercollegiate athletics, including gifts applied to athletic scholarships and gifts applied to physical facilities that are used for intercollegiate athletics;
- Gifts that in themselves or in combination with Foundation matching grants lead to the donor's receiving benefits of more than \$50 value;
- Gifts used to support non-educational facilities located at universities or colleges, such as hospitals, radio or television stations, or presidential libraries;
- Gifts to support fraternities, sororities, or other social clubs whose membership is not open to all university students;
- Gifts for the private benefit of specified individuals;
- Tuition or payments made in lieu of tuition;
- Gifts to provide scholarships or financial aid to individuals designated by the donor or selected by anyone other than official faculty or administrators of the institution;
- Class or other dues;
- Gifts made in lieu of pledges, tithes, or other financial commitments to a church or other non-eligible institution;
- Gifts of personal or real property (other than cash or securities);
- Bequests, charitable remainder trusts and other types of deferred gifts; or
- Gifts in the form of premiums on insurance under which the institution is a beneficiary.

Gift Application and Certification Process

Process for Donors

Applications to the ExxonMobil Foundation for an educational matching gift must be submitted online at www.cybergrants.com/exxonmobil/login on or before December 31 of that calendar year. If an application is found to be ineligible, an email will be sent to the donor declining the application based on program guidelines and restrictions. Donors may check the status of a grant online at

www.cybergrants.com/exxonmobil/login. If you need assistance, please call (877) 807-0204. In calculating the \$7,500 annual ceiling on a donor's matching gift, the Foundation will assign each gift to the calendar year in which it was made.

During the application process, the donor will be asked to certify compliance with the program guidelines and eligibility to receive an ExxonMobil Foundation match. After an initial review for eligibility, the donor will be advised of receipt of their application and of the Foundation's intention to issue a matching grant.

The Foundation's matching gift payments are issued to colleges and universities during the spring of the subsequent year assuming all eligible matching gift applications are submitted on or before December 31.

Process for Eligible Recipient Institutions

Once a donation is received, either electronically or by mail, please log into CyberGrants' agency portal at <u>www.cybergrants.com/exxonmobil/npo</u> to review the terms and conditions of the Educational Matching Gift Program as outlined above and verify the donation. The agency portal is a secure website that provides Educational Matching Gift Program recipient institutions with the ability to review and certify contributions.

If your institution has previously used the agency portal, you will receive email communications at the address established on the agency portal advising that there are pending requests requiring verification. If the institution has not previously used the portal, it will receive a letter via U.S. Mail that provides login instructions.

Your institution must electronically certify the donation via the agency portal before the ExxonMobil Foundation can provide a matching gift.

Program Administration

The ExxonMobil Foundation's matching gift program is reviewed regularly and may be changed, suspended, revoked or terminated at any time.

It is ExxonMobil's policy that employees and retirees avoid any real or potential conflict of interest between their own personal interests and those of the ExxonMobil Foundation. Any questions regarding potential conflicts should be directed to the employee's supervisor or the ExxonMobil Foundation.

As a reminder, ExxonMobil's <u>Standards of Business</u> <u>Conduct</u> apply to all employees. Non-compliance with program guidelines or falsification of information on an application may result in disciplinary action, up to and including termination of employment.

The interpretation, application and administration of the program shall be determined by the ExxonMobil Foundation, and decisions shall be final. The chairman or president of the Foundation, at his or her sole discretion, reserves the right to examine and exclude organizations, gifts and participants as he or she deems appropriate.

ExxonMobil reserves the right to audit institutional records and documents pertaining to this program and to request supporting donor documentation.

If a matching grant is, at any time, found to have been generated by an ineligible donor gift, the Foundation will expect the return of its grant funds.

The ExxonMobil Foundation reserves the right to suspend from the program any institution it believes has violated matching gift program guidelines.

Questions regarding the program should be directed to exxonmobilsupport@cybergrants.com or (877) 807-0204.



ExxonMobil Foundation Volunteer Involvement Program Guidelines

The ExxonMobil Foundation's Volunteer Involvement Program (VIP) is designed to encourage employees, retirees and other eligible participants to actively contribute their time and skills to charitable organizations, either individually or as a team, by providing grants to those organizations in association with time spent volunteering. The intent of the program is to encourage volunteerism through worthwhile and genuinely charitable activities in local communities.

Volunteer activities performed in association with a request for a VIP grant should be consistent with ExxonMobil's objectives to be a good corporate citizen and support organizations that benefit such areas as education, health and human services, conservation and the environment, and arts and culture.

It is the responsibility of donors to read, understand and comply with the guidelines and restrictions below prior to requesting a VIP grant from the ExxonMobil Foundation. Individual volunteers and team leaders must certify their activities and attest to their compliance with these guidelines when submitting applications for grants.

General Guidelines

- The ExxonMobil Foundation may award a \$500 grant to an eligible, charitable nonprofit organization after an individual volunteer or team of volunteers contributes at least 20 hours of their time to the organization during a calendar year.
- Eligible organizations may receive a maximum of \$5,000 per calendar year of individual volunteer grants in addition to a \$10,000 maximum per calendar year for team grants.
- Eligible participants may apply for up to four individual grants per calendar year. These grants may be for the same or separate organizations as long as 20 hours of work is performed for each eligible grant request.

- Team grants require at least five eligible volunteers, as defined below, working together at the same location at the same time for a combined total of at least 20 hours. There is no limit to the number of teams on which an eligible volunteer may participate.
- Volunteer activities at nonprofit organizations may not be split into sub-projects in order to qualify for multiple team VIP grants.
 - For example: If five volunteers work for three consecutive days on a project for the YMCA, their activities are considered eligible for one grant for Team VIP purposes and are not eligible for three separate team VIP grants.
- The VIP supports organizations that advance education or science; address community deterioration and juvenile delinquency; relieve the poor, distressed or underprivileged; help protect the environment; reduce neighborhood tensions; lessen the burdens of government; eliminate prejudice and discrimination; defend human and civil rights secured by law; and support arts and cultural activities.

Eligible Grant Applicants

The following are eligible to participate:

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the United States;
- Retirees from the above companies or predecessors Exxon Corporation and Mobil Corporation;
- Spouses of employees and retirees, and their dependent children between the ages of 12 and 21 (spouses and children may participate in the individual VIP as part of the four individual grants per employee or retiree per year, and also as part of a team);
- Surviving spouses of deceased employees and retirees of the above companies;

- Current and former directors of Exxon Mobil Corporation; and
- Non-U.S.-payroll employees while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates.

Eligible Activities and Recipient Organizations

- Eligible recipient organizations must be charitable and recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code (IRC) and have an Employer Identification Number (EIN), or be an instrumentality of a state or local government under IRC Section 170(c)(1). Public charities are included; private foundations are excluded.
- Eligible activities and organizations include:
 - Accredited colleges and universities, and accredited K-12 private and public schools, as well as supporting organizations such as a PTA (Parochial / church-supported schools are eligible so long as the activities are not religious. Office and classroom assistance are eligible as long as the efforts do not benefit extracurricular activities.);
 - Educational tutoring or mentoring;
 - Community assistance, including food, shelter and clothing;
 - Assistance to the disabled and/or underprivileged;
 - Help for senior citizens;
 - Family crisis services and programs;
 - Health care, health volunteer services and cures for diseases;
 - Civic services, including disaster relief and emergency services, volunteer fire departments, community centers and services, and libraries;
 - Youth empowerment activities (including nonschool-affiliated athletics) for children ages 18 and under;
 - Cultural organizations, including the arts, museums, public broadcasting, and cultural and historical societies, etc.;
 - Conservation and environmental programs, including the preservation and restoration of species and habitats;
 - Parks, nature centers and botanical gardens; and

- Animal shelters and other established organizations that provide care to abused or abandoned animals.
- Volunteer efforts associated with fundraising events may qualify for a VIP grant only if participation is open to the general public; the event is planned, organized and sponsored by the nonprofit organization; and ExxonMobil volunteers are assisting only with work necessary to put on the event, such as staffing registration tables, serving refreshments or cleaning up. Time spent raising donations, such as walking in a walk-a-thon or riding in bike-a-thon, are not considered volunteer work for VIP purposes.

Ineligible Activities and Recipient Organizations

- Ineligible recipient organizations include those not recognized as charitable and tax exempt under Sections 501(c)(3) and 170(c)(1) of the Internal Revenue Code, as referenced above.
- Organizations whose primary missions are not charitable in nature are ineligible. Ineligible organizations include:
 - Hobby or other clubs such as genealogical societies, garden clubs, sportsmen and adult athletic clubs or teams, and other such organizations that do not serve purely charitable purposes;
 - Organizations with limited constituencies such as fraternities, sororities and other social clubs; alumni associations; business leagues and foreign language clubs;
 - Political organizations;
 - Religious activities associated with churches, synagogues and temples, etc., including missions and trips;
 - Organizations that pose a conflict of interest for employees or the company, may involve the company in perceived controversial issues or activities, or potentially expose ExxonMobil to reputational harm;
 - Non-accredited K-12 schools, universities or colleges;
 - K-12, university or college "booster clubs," or similar organizations and activities that support athletics, cheerleading, drill teams, choirs and bands, class trips or other such activities not affiliated with an educational curriculum; and
 - Private foundations.

Grant Application and Payment Process

Upon completing 20 hours of eligible volunteer service, an individual or team may begin the process of submitting a request for a VIP grant online at www.cybergrants.com/exxonmobil/login. Requests must be submitted within 90 days of completing the volunteer activity.

An individual volunteer or team leader must complete all required fields and submit the request to the ExxonMobil Foundation via the CyberGrants website. The individual volunteer or team leader will receive an email confirming receipt of the grant request. The charitable organization will be contacted for certification that the volunteer services were received. If a grant is determined to be ineligible, an email will be sent to the individual volunteer or team leader indicating the decision to decline based on program guidelines and restrictions. Individual volunteers and team leaders may check the status of a grant online at www.cybergrants.com/exxonmobil/login.

To facilitate grant payment, the Foundation asks that the recipient organization provide its Automated Clearing House (ACH) account information, which includes the organization's name, its business address, and bank account and routing numbers.

Program Administration

The ExxonMobil Foundation's Volunteer Involvement Program is reviewed regularly and may be changed, suspended, revoked or terminated at any time.

It is ExxonMobil's policy that employees and retirees avoid any real or potential conflict of interest between their own personal interests and those of the ExxonMobil Foundation. Any questions regarding potential conflicts should be directed to the employee's supervisor or the ExxonMobil Foundation.

As a reminder, ExxonMobil's Standards of Business Conduct apply to all employees. Non-compliance with program guidelines or falsification of hours or other information on an application may result in disciplinary action, up to and including termination of employment.

The interpretation, application and administration of the program shall be determined by the ExxonMobil Foundation, and its decision shall be final. The chairman or president of the foundation, at his or her sole discretion, reserves the right to examine and exclude organizations, grants or participants as he or she deems appropriate. ExxonMobil reserves the right to audit institutional records and documents pertaining to this program and to request supporting donor documentation.

If a matching grant is, at any time, found to have been generated by an ineligible participant, activity or project, the Foundation reserves the right to request the return of its grant funds.

Questions regarding the program should be directed to exxonmobilsupport@cybergrants.com or (877) 807-0204.