



3M Board Service Match Guidelines

Who Can Participate?

- Regular full-time and regular part-time U.S. employees of 3M (on the 3M payroll at the time the board service donation is requested)
- Members of the 3M Board of Directors

Matching Gift Benefit

- \$2,500 per 3M employee and member of the 3M Board of Directors per year

Eligible Organizations*

- U.S. public charities that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code
- U.S. public schools, public school districts, and private schools
- Public serving, independent, non-religious affiliated programs of houses of worship/churches (examples include food shelves or private schools). Please note that these organizations may require additional vetting to confirm eligibility and a notation of the public-serving program must be made on the organization record or grant designation

**To have an organization reviewed for eligibility, the requestor of the 3M Board Service Match can click “nominate your organization for inclusion” on the organization search page in the employee engagement portal. 3M will review and make a final eligibility determination*

Ineligible Organizations*

- Organizations that do not qualify as a 501(c)(3) public charity and/or cannot be paid by CAF America, the vendor payment processor for the 3M Board Service Match program (this includes some 501(c)3 organizations, organizations that do not have a 501(c)3 tax exempt letter of determination from the IRS, and organizations that have lost their 501(c)3 tax exempt status)
- Houses of worship/churches, except as permitted under “Eligible Organizations” above
- Units or bodies of government (other than schools and educational institutions) including related entities such as volunteer police and fire departments
- 3M associated nonprofits (including but not limited to 3M Club, 3M Foundation, 3M Open Fund, 3M PAC)
- Organizations that are inconsistent with 3M’s values

**3M reserves the right to reject a matching gift request for any reason. Additional requirements may apply to organizational eligibility*

Service That Does Not Qualify for a 3M Board Service Match

- General volunteer service for an organization without a board seat, title, and/or voting rights

Board Service Confirmation and Timeline

- 3M Board Service matches must be requested by December 31 of the calendar year in which the requestor served on the board of an eligible organization
- 3M employees and 3M Board of Directors members will be asked to confirm eligibility for the 3M Board Service Match when requesting the match through the employee engagement portal. The organization will be asked to verify the requestor’s service by January 31 of the calendar year following the request
- The organization contact identified by the requestor in the employee engagement portal will receive an automated email soliciting confirmation. Following the deadline, all unconfirmed 3M Board Service Match requests will be automatically rejected by the system

Administrative Conditions

- 3M employees and 3M Board of Directors members may request only one 3M Board Service Match per calendar year
- 3M Board Service matches are issued for general operations of the eligible recipient organizations. Designations and programmatic direction are not permitted
- Requestors may not receive goods, services or benefits in return for the 3M Board Service Match (e.g. tickets, memberships, services, subscriptions, dues, dinners, auction items, raffles, etc.). Organizations will be required to confirm that the requestor will not receive anything of value before the match will be paid
- 3M makes payments approximately every month. Most approved donations will be paid to the eligible organization within 60 days of the organization’s confirmation
- Organization tax status is reviewed and monitored on an ongoing basis. Should an organization lose its charitable status, go out of business, or otherwise be unable to receive donated funds, requestors will be contacted by CyberGrants, 3M’s grants administrator, to redirect previous donations to a different eligible organization. If CyberGrants cannot reach the requestor within 10 calendar days of initial outreach, all donations will be redirected to [United Negro College Fund](#).
- All matching gifts will accrue towards the match balance of the year in which the matching gift was entered in the employee engagement portal
- 3M may modify, suspend or end this program at any time. 3M interprets program guidelines and administers the program under policies and procedures governed by the 3M Corporate Contributions Committee
- While 3M aims to honor all match requests, the 3M Board Service Match program is limited by the amount of its annual budget
- All 3M investments are subject to [3M Terms & Conditions](#). Acceptance of 3M funds constitutes agreement