



Lam Research Matching Gift and Volunteerism Guidelines

Lam's Employee Gift Match and Volunteerism Program encourages the community involvement of our employees and supports the nonprofit organizations that our employees feel strongly about. Lam Research recognizes the need for community involvement and supports efforts to improve the quality of life in the regions where Lam does business. This program offers Lam employees the option to support their community through matching gifts and volunteerism.

Annual Match Limit

Matching gifts can be requested for monetary donations, volunteer hours, or a combination of the two up to a total match of \$2,000 USD per calendar year.

- Monetary contributions are matched US dollar for dollar
- Volunteer hours are matched in increments of one hour, at \$10.00 per hour for every volunteer hour completed by a Lam Research employee

Eligible Employees

All regular, full-time Lam Research employees can participate. Temporary employees and contractors are not eligible for this program.

Eligible Organizations

U.S.-based charities are eligible to receive matching gifts if they have U.S. IRS 501(c)(3) tax-exempt status, are approved by the third-party matching gift processor (Benevity), and do not fall under one or more of the ineligible categories as outlined in the guidelines or by Benevity.

Outside the U.S., organizations must be comparable to a U.S. 501c3 per Internal Revenue Service guidelines as determined by the third-party matching gift processor (Benevity).

Eligible organizations may include, but are not limited to: Human service agencies, museums, libraries, hospitals, colleges and universities, private and public elementary and secondary schools, environmental and cultural organizations.

Required Documentation for Monetary Donation Match Submission

Match requests for monetary donations must be accompanied by an acknowledgement letter/receipt that contains the employee's name, date of the donation, and tax-deductible donation amount. Copies of personal checks or charge card statements do not qualify as an acknowledgement from the donation recipient.

Eligible Monetary Donations for Matching Gift Submission

- Donations must be an employee's personal contribution(s) made directly to eligible organizations and may not be a pledge
- The minimum monetary donation eligible for a matching gift is \$20 USD
- Matching gift request must be for the same calendar year as the donation
- Donations must be in the form of cash, check, stock or credit card paid directly to the eligible organization. No other form of personal or real property will be matched

Ineligible Monetary Donations for Matching Gift Submission

- Fees for or donations made in lieu of service, tuition or field trips
- Auction payments, membership or annual support fees for which benefits are received
- Pooled donations from several individuals/groups reported as one contribution
- Donations to organizations that are known to discriminate based on race, ethnicity, gender/gender identity, sexual orientation, religion, disabilities, political views or that do not comply with Lam Research's policies on discrimination
- Donations or payments specifically in support of a religious organization, (ie. churches, temples, synagogues, mosques) or in support of specific religious purposes. However, a donation to a social service program operated by such faith-based organizations *may* be eligible for a match if it meets all of the following criteria:
 - The match request designation is for a program that is available/open to all individuals in the community;
 - The program is for non-religious purposes (such as a food pantry, shelters, clothing closet, etc.); and
 - The organization does not use the program to promote any religion
 - The organization has set up an approved "project" within Benevity for that secular program
- Donations for political purposes or for organizations primarily engaged in political or lobbying/legislation influence. However, donations *may* be eligible for a match if the match request designation is specifically for community services/programs that have a non-political/non-lobbying purpose
- Donations to individuals or crowdfunding sites
- Donations of purchased items (ie. toys, school supplies, blankets, etc.)
- Dues to alumni(ae) or similar groups
- Subscription fees for publications
- Insurance premiums
- Bequests or life income trust arrangements
- Gifts of real or personal property

Volunteerism

Eligible Volunteer Service for \$10 per hour Matching Gift Submission

- Minimum 2 hours with the same organization
- Volunteer service may be related to personal interest or corporate-sponsored/team organized activity
- Volunteer service must be performed with or on behalf of an eligible U.S. 501c3 organization (or comparable if international)
- Types of eligible volunteer service benefitting the general community include, but are not limited to:
 - Activities supporting human social service and community needs
 - Education-related support, tutoring/mentoring or school volunteer activities
 - Park clean-up/revitalization projects
 - Volunteer administrative, committee or board service for eligible, charitable organizations
 - Organizing or facilitating fundraisers or giving drives

Ineligible Volunteer Service for Matching Gift Submission

- Volunteer service that directly benefits employees and/or their family members
- Volunteer service performed by the spouse, partner or other family member(s) of the employee
- Travel time to or from the volunteer activity
- Anticipated volunteer service not yet performed
- Participation in/or pledges for “thon”-type activities (examples: walk-a-thons, bike-a-thons, etc.)
- Volunteer service performed specifically in support of a religious organization, (ie. churches, temples, synagogues, mosques) or in support of specific religious purposes. However, volunteer service hours on behalf of a religious organization **may** be eligible for a matching gift submission if the activity is for a **non-religious social service purpose**, such as volunteerism for soup kitchens, shelters, clothes closets, etc. and the organization has set up an approved “project” within Benevity for that secular program
- Volunteer service for political purposes or for organizations primarily engaged in political or lobbying/legislation influence. However, volunteer service hours may be eligible if it is specifically for community services/programs that have a non-political/non-lobbying purpose
- For questions about other volunteer activity or activity outside these guidelines, contact [Lam Community Relations](#)

Administration

Lam Research Corp. reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time.