

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	TASC's Corporate Philanthropy Guidelines
Purpose:	To outline governance for TASC's corporate charitable giving.

Details:

Corporate Philanthropy and Employee Engagement is part of TASC's long-term strategic plan.

- TASC created a label/umbrella program called TASC Cares that facilitates the good works of the corporation and its employees.
- TASC supports responsible individual and corporate giving. TASC encourages all employees to participate in individual giving as well as corporate and community networking activities.
- Core elements of TASC Cares include the following (*see specific policy for each*):
 - TASC offers employees paid time each year for volunteerism and community networking.
 - TASC sponsors various volunteer events throughout the year such as blood drives, donation drives, and on-site volunteer opportunities. This is in addition to encouraging individual and department led volunteer events.
 - TASC offers the Dollars for Doers program to employees, which reimburses them for time spent volunteering in the community outside of their core working hours.
 - TASC encourages senior leadership to volunteer time in a leadership role or a contributing member role in community-based causes.
 - TASC supplies employees with a Donor Advised Fund Account (TASC GiveBack Account) that allows employees to contribute via payroll deduction to then disburse to qualified 501c3 charities.
 - TASC encourages and assists individual employee donations to various giving campaigns such as the United Way, TASC Scholarship, and the American Red Cross during disaster relief.
 - TASC has an employee led Philanthropy Committee that welcomes inquiries from employees requesting TASC's donation to a cause that the employee is an active participant in.

- TASC facilitates a 501c3 scholarship fund which children of TASC are eligible to apply for grants.

The following governs TASC corporate donations. TASC budgets a philanthropy goal of 3% of previous year's EBITDA number.

All programs are run on a fiscal year cycle (October – September). 3% of EBITDA is calculated off of a 3-year EBITDA rolling average. Allocations of the annual donations are as follows:

Corporate Giving – 1%	Definition
TASC Cares Program Administrator (TCPA)	TCPA has discretion to determine support of events/programs.
Employee Philanthropy Committee (EPC)	Employees of TASC may request a donation in support of a 501(c)(3) charity that they are directly involved with. Including, but not limited to, sponsorship related to sales activity/relationships. The EPC also has discretion to support community events and programs.
Board Participation	Certain positions are allocated funds to support any non-profit board participation.
Corporate United Way Donation	A corporate donation is determined by a set formula.
Disaster Relief/Crisis	TASC will match employee donations dollar for dollar up to a set amount per formula.
GiveBack DAF Account	TASC provides each employee a free online giving account and makes payroll deduction possible through this account. In addition, the organization uses this platform to facilitate fundraising campaigns.
Emeritus Board Member Charitable Giving	TASC will make a contribution to retiring Board of Advisor member's charity of choice.
Volunteer – 1%	Definition
In-Kind Administration Program	A formula based on number of in-kind nonprofits to employees is set with the idea that TASC, the employee and the non-profit wins when an Employee takes ownership in overseeing the relationship with the nonprofit.

Dollars for Doers Program	TASC will contribute a per dollar amount up to a max number of hours for regular full/part time employee for volunteerism outside of business hours.
Paid Volunteer Time	TASC pays up to 40 hours of paid volunteer time; prorated based upon F-T or P-T status.
CEO/President Giving – 1%	As part of the overall corporate giving, the CEO/President are allocated 1% of EBITDA to direct to their initiatives.
Other TASC Cares Expenses (Non-Tax Deductible)	\$5.50 per EE based upon headcount effective first payroll in October annually. Expenses incurred in running a campaign (incentives, prizes, events, etc).