

## Boeing Gift Matching Program – Volunteer Hours and/or Donations

The Boeing Company matches employee contributions to qualifying organizations, including monetary contributions of cash and/or stock, volunteering and participation in cause-related walks – **up to a maximum of \$6,000 per active, full-time employee per year**. **NOTE:** Boeing does not gift match for *dues*; for Boeing *retirees*, Boeing will match 50% of monetary donations up to \$3,000, however, they will not gift match for retirees' volunteer hours.

Cedar Wood Elementary PTA and Cedar Wood Elementary School are qualifying organizations. Please help Cedar Wood by requesting a gift match from Boeing to either organization for your donations to and/or your hours volunteered on behalf of Cedar Wood.

All gift match requests must be made online through Boeing Total Access at **My Community Giving**. If you have never logged on to Boeing Total Access, or have difficulty doing so, there is a procedure necessary to acquire a password. Please call the Boeing Total Access help line at (866) 473-2016 to request assistance.

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### Boeing Employee Volunteer Gift Match Program:

Boeing now donates money to qualifying organizations where employees volunteer at least 25 hours in one year. The match for hours volunteered is **\$250 for every 25 hours up to \$6,000 per year, per active, full-time employee** (the maximum includes all types of contributions, including Boeing Gift matches for donations of cash and/or stock). **NOTE:** Boeing does not gift match for *hours volunteered* by Boeing *retirees*.

#### How do you request a Boeing Volunteer Gift Match?

When you have completed 25 hours of volunteering at Cedar Wood, you can request a \$250 Boeing gift match to either Cedar Wood Elementary PTA or Cedar Wood Elementary School by following these instructions:

- Access **My Community Giving** and from the Employee Program home page select the **Volunteer Home**. Then select the **Record Volunteer Hours** link.
  - Click the **Edit** link next to the **Volunteer Hour Journal** with 25 hours logged.
  - Click **Match**, complete the certification question and designate a specific program, using **Cedar Wood Elementary PTA** with the tax ID number of 91-1521246 or **Cedar Wood Elementary School** with NCES #02431.
  - Click the **Save and Proceed** button and then **Submit**. Then begin on the next 25 hours.
- Matching for Volunteer Hours is done in increments of 25 hours to one agency at a time. Hours are totaled twice a year – from January 1 to June 30 and from July 1 to December 31. Hours do not roll over.

*If you have questions, please contact 877-217-6379 or [boeingsupport@cypergrants.com](mailto:boeingsupport@cypergrants.com).*

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### Boeing Employee/Retiree Donation Gift Match Program:

Boeing will match donations of **\$25 or more up to \$6,000 per year, per active full-time employee** to qualifying organizations such as Cedar Wood Elementary PTA or Cedar Wood Elementary School (the maximum includes all types of contributions, including Boeing Gift matches for volunteer hours). **NOTE:** Boeing does not gift match for *dues*; for Boeing *retirees*, Boeing will gift match 50% of *donations* of \$25 or more up to \$3,000 per year.

#### How do you request a Boeing Donation Gift Match?

- Access **My Community Giving**
- Click on **Record Monetary Donation**
  - If you have already donated to Cedar Wood Elementary PTA or Cedar Wood Elementary School they will already be listed. Click on **Create New** to add a new donation.
  - If you have not already donated to Cedar Wood Elementary PTA or Cedar Wood Elementary School, click on the **Search** button on the side of the screen. Then, enter **Cedar Wood Elementary PTA** or **Cedar Wood Elementary School**. Then click on **Select**. Cedar Wood Elementary PTA's tax ID number is 91-1521246 and Cedar Wood Elementary School's NCES# is: 02431.
- Enter the **Amount** of the donation. Directions for **submitting** the request will follow.

*If you have questions, please contact 877-217-6379 or [boeingsupport@cypergrants.com](mailto:boeingsupport@cypergrants.com).*

For more information on Boeing's Corporate Matching program, please go to:  
[www.boeing.com/companyoffices/aboutus/community/gift\\_matching.html](http://www.boeing.com/companyoffices/aboutus/community/gift_matching.html)

Please send corrections to: [contact@cedarwoodpta.org](mailto:contact@cedarwoodpta.org). Thank you.

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