

Matching Charitable Gift Program

How the Program Works

Personal donations made by full-time Brookfield employees to qualified non-profit organizations and educational institutions are eligible for a qualified match by Brookfield, subject to certain limitations as outlined below.

Charitable gifts made by cash, check, or credit card are eligible. Contributions of personal property are ineligible. To apply for matching consideration, simply complete Section A of the matching gift contribution form and send it along with a receipt of your gift to the eligible institution or organization. The institution or organization then completes Section B of the form and returns it to the Program Administrator. The matching gift requests will then be reviewed by the charitable contributions committee once per quarter. Matching donation checks will also be issued on a quarterly basis and sent directly to the eligible institution or organization.

ELIGIBLE PARTICIPANTS

Full time employees with a minimum of one year of service are eligible to participate in Brookfield's Matching Gift Program.

ELIGIBLE INSTITUTIONS

Not-for-profit organizations such as:

- Museums
- Libraries
- Theatres
- Public radio and television stations
- Health-related charities

Educational Institutions such as:

- Public, private and parochial, elementary and secondary schools, colleges, universities, technical and vocational institutions. All must be accredited.
- Post graduate institutions
- Alumni associations

Community programs such as:

- Breast cancer programs
- Domestic violence programs
- AIDS prevention and education
- Scholarship Funds

INELIGIBLE GIFTS

- Groups who advocate a particular religious, social, economic or political point of view.
- Foundations or trusts controlled by employees or their families.
- Contributions which provide a material benefit to an employee and/or his/her family member such as tickets, dues, memberships, dinners, golf outings, raffles.
- Subscriptions, tuition, fees, loans, insurance premiums.

MATCH LEVELS

- Brookfield will match employee contributions of a minimum amount of \$25 subject to an annual limit of \$2,500 per employee.
- Employee gifts will be matched on a dollar-for-dollar ratio taking into account the above mentioned amount limitations.

Brookfield

Matching Charitable Gift Program

Section A

To be completed by the employee.

DATE

LAST NAME

FIRST NAME

MI

EMAIL ADDRESS

LOCATION

BROOKFIELD ENTITY

PERSONAL CHECK

CREDIT CARD

CASH

FORM OF GIFT

\$

AMOUNT OF GIFT

NAME OF INSTITUTION OR ORGANIZATION

I certify that all of the information given above is correct and that my gift fully complies with all provisions of Brookfield's matching gift program.

EMPLOYEE SIGNATURE

DATE

Please include this form with a receipt of your gift at the time of donation.

SEND COMPLETED FORM TO:

Brookfield Properties – Houston Region:

ATTN: Paige Reed

(713) 336-2121

Paige.Reed@brookfieldproperties.com