



Columbia Hospitality Cares Foundation FAQs

1. What is the mission of the Columbia Hospitality Cares Foundation?

The Columbia Cares Foundation is a platform for team members helping team members with unforeseen hardship expenses and/or one time, career education-related expenses.

2. Where can I contribute?

Some have asked if they can donate to the Columbia Hospitality Cares Foundation, and the answer is yes! Please donate at columbiacaresfoundation.charity.org. A Spanish version is available here: columbiacaresfoundation-es.charity.org.

Team Members may also make donations through payroll deductions by following these steps:

- a. In Dayforce, select Forms, then in the personal section, select Columbia Cares Foundation:

A screenshot of the Dayforce "Forms" page. At the top, there is a "Forms" header. Below it is a navigation bar with "My Form Submissions" and a refresh icon. The main content area is titled "Available Forms" and includes a search bar. There are three expandable categories: "Benefits (3)", "Direct Deposit (1)", and "Personal (9)". The "Personal (9)" category is expanded, showing two options: "Address" and "Columbia Cares Foundation".

- b. Enter the amount to be deducted from each check and the effective Date

Automatic Payroll Deductions

I authorize Columbia Hospitality, Inc. to deduct from my earnings the following amount each pay period for distribution to the Columbia Hospitality Cares Foundation.

Amount in Dollars

Numbers only

Effective Date

3/7/2022

- c. Select SUBMIT

3. How will my contribution be used?

Your donation helps the Foundation offer timely resources to those who may find themselves in financial, housing, medical, or catastrophic need.

At Columbia Hospitality our family is your family, so your tax-deductible donation - whether it be \$10 or \$500 - enables us to flexibly help the individuals that make up our teams across the country.

4. Do you have to work at Columbia Hospitality to contribute?

Anyone who wants to support the team members of Columbia Hospitality is welcome and encouraged to contribute to our cause.

5. Are contributions tax-deductible?

Yes, all donations to the Columbia Hospitality Cares Foundation are tax-deductible. You will receive a receipt for all donations from our third-party party administrator, Global Impact.

6. My spouse/partner's company offers donation matching to any 501c3 organization. Does Columbia Hospitality Cares Foundation qualify for matching programs like this?

Yes, the Columbia Hospitality Cares Foundation qualifies for matching gift programs. Our foundation is hosted through an organization called Global Impact, which is a 501c3 organization and their EIN is 52-1273585. Individuals can contribute to the Columbia Hospitality Cares Foundation through our fiscal sponsor Global Impact. Upon contribution, please designate gifts to the Columbia Hospitality Cares Foundation.

7. Can I set-up an automatic donation directly from my paycheck?

Yes! Please contact payroll@columbiahospitality.com for the form to sign-up. You can also sign up for reoccurring donations on the website, which can be deducted from your bank account or put on your credit card. A reoccurring donation can be cancelled at any time.

If you have other questions or need additional guidance, please contact foundation@columbiahospitality.com.



How to Apply for Financial Assistance from the Columbia Hospitality Cares Foundation

1. How do I know if I qualify for a distribution from the Columbia Hospitality Cares Foundation?

We provide financial assistance to Columbia Hospitality team members that have been employed for more than one year. Applications are reviewed based on financial need as well as a defined set of criteria, such as tenure with the company, financial hardship, etc. Anyone within Columbia Hospitality that has been employed more than one year is welcome and encouraged to apply. Most often, financial assistance goes towards the cost of housing or utilities, medical bills, or other unexpected financial expenses. Our goal is to lend a helping hand to any of our team members that might be struggling.

2. How do I apply for distribution from the Columbia Hospitality Cares Foundation?

Please visit the Columbia Hospitality Cares Foundation website at columbiacaresfoundation.charity.org to apply for financial assistance.

3. What happens after I turn in my application?

Requests made to the Columbia Cares Foundation are evaluated by the Columbia Cares Foundation Committee. Applications will be reviewed and processed within 3-4 weeks and when applicable, funds will be added to applicant's next paycheck.

4. What criteria is evaluated within each application?

Criteria includes tenure with the company, family members within your household, financial hardship, and education needs. You must be employed with Columbia Hospitality for more than a year to receive financial assistance.

5. How are funds distributed?

If your application is approved, funds will be distributed in the same manner as you receive your normal wages. For instance, if you have direct deposit set-up then money will be transferred to the same account. If you receive checks for your wages any approved funds will appear on your paycheck.

6. What is the maximum financial assistance I can receive? *

Team members have the possibility of receiving up to \$500 annually from the Columbia Cares Foundation.

*No financial aid is guaranteed, though every application will receive a response. The Columbia Cares Foundation reserves the right to determine which circumstances and conditions qualify for financial assistance and how funds are distributed.

If you have other questions or need additional guidance, please contact foundation@columbiahospitality.com.