



## Columbia Hospitality Cares Foundation FAQs

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

At Columbia Hospitality, our success is built on our values (Honesty, Sincerity, Respect, Enthusiasm, Accountability, Creativity), driving the way we care for our team members, guests and owners. **The Columbia Hospitality Cares Foundation's** mission is to lend a helping hand to our team members facing hardships in their personal or professional lives. We offer timely resources to those who may find themselves in need of financial assistance for things such as housing or utilities, medical expenses, or even assistance with childcare costs. We are passionate about serving those who serve everyone else, day after day.

Our industry is experiencing severe impacts from the spread of coronavirus (COVID-19) and now is the time to do what we can to support one another and help take care of our team members and their families. Whether it's \$10 or a lot more, your donation will help us address this crisis with compassion and care, and we thank you for your contribution and support.

### 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](https://columbiacaresfoundation.charity.org). A Spanish version is available here: [columbiacaresfoundation-es.charity.org](https://columbiacaresfoundation-es.charity.org).

### 3. How will my contribution be used?

Donations will be used to fulfill Columbia Hospitality team member applications for financial assistance due to hardships they may be experiencing in their personal lives.

### 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 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](mailto:payroll@columbiahospitality.com) for the form to sign-up. You can also sign up for recurring donations on the website, which can be deducted from your bank account or put on your credit card. A recurring donation can be cancelled at any time.



## 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, including team members that have been laid off/furloughed – they just need to submit their application within 30 days of their employee status change. 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](http://columbiacaresfoundation.charity.org) to apply for financial assistance.

**3. What happens after I turn in my application?**

Requests made to the Columbia Hospitality Cares Foundation are evaluated by a separate, third-party committee that makes recommendations based on a certain set of criteria. Applications will be reviewed and processed within 3-4 weeks and when applicable, funds will be distributed during the first pay period of every month.

**4. What criteria is evaluated within each application?**

Criteria includes tenure with the company, family members within your household, and financial hardship. 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](mailto:foundation@columbiahospitality.com).