



TeamSoft Incorporated
www.teamsoftinc.com
(800) 698-TEAM

Charitable Event Participation Policy

Effective: 01/01/2011

TeamSoft will provide a pool of \$600 annually as a general fund to support the charitable endeavors of TeamSoft V2 employees, subcontractors and office staff. TeamSoft consultants and office staff can apply for up to \$50 annually to fund their entry fees for charitable events (i.e. Race For The Cure or the JDRF Spring Gala) or matching donations to charitable organizations of choice (i.e. The American Cancer Society, St. Jude's Children's Hospital, etc.). Requests will be reviewed and the funds appropriated on a first-come, first-serve basis. TeamSoft will make \$150 of funds available each quarter, rolling into the next quarter any unused funds.

To request funds, send an email to tcgc@teamsoftinc.com detailing the name of the event and/or organization, the date of the event if applicable, the cost of entry fees or matching donation requested, and the coinciding website. You will be notified whether or not your request is approved and approved requests will be reimbursed by TeamSoft. The reimbursement will be handled like a general expense – an expense report must be filled out with a copy of the check or receipt for the registration or matching donation attached. Simply turn in to tcgc@teamsoftinc.com or fax to 608-827-7773. Reimbursement checks are cut once a week and will be mailed to your home address.

The Charitable Giving Committee reserves the right to provide donations as deemed appropriate. Please note that organizations with strong religious, political or offensive affiliations will not be considered.

If you have any questions, please contact tcgc@teamsoftinc.com.

We look forward to helping you help others.

-TeamSoft Charitable Giving Committee