



Each brand or shared service will match time and/or monetary contributions up to **\$500 per qualified associate** each fiscal year.



MATCHING GIFTS PROGRAM: REQUEST FORM

Associate's Name: _____ ID Number: _____ Full-Time Part-Time

Store Number/Location: _____ Brand/SSG: _____ Hire Date*: ____ / ____ / ____

PLEASE INDICATE THE FOLLOWING:

Contribution of TIME Amount: \$ _____

(Please use the Volunteer Letter form for verification of the hours you have contributed. your time will be matched at **\$10 per hour** [**\$200 maximum**].)

Contribution of MONEY Amount: \$ _____

(Enclose your receipt from the charity indicating your dollar contribution given [**\$500 maximum**—unless you contributed **\$200** for time, then the maximum would be **\$300** for money]. The minimum donation is **\$25**.)

NAME AND ADDRESS OF ORGANIZATION WHERE CHECK WILL BE SENT (MUST BE COMPLETED):

Organization Name: _____ Address: _____

City: _____ State: _____ Zipcode: _____ - _____

Contact Name: _____ Phone Number: _____

I have verified that this organization is a qualifying 501(c)3 charitable organization. Please include 501(c)3 verification information if possible. All checks will be mailed to the address provided above. There are no reimbursements. **Checks cannot be made payable to an individual, only a 501(c)3 nonprofit organization or charity.**

ATTACHMENTS: All requests must have accompanying attachments. If any information or attachments are missing from this form, it will be returned for completion, thereby delaying the request. To avoid any delays, please make sure this request is completed prior to submitting and include 501(c)3 verification.

If you are requesting a Matching Gift for your volunteer time, **you must complete the Volunteer Letter** to finalize your request.

* **PLEASE NOTE:** Associates must have one year of service (full- or part-time) to be eligible

SEND THIS REQUEST TO THE ADMINISTRATOR OF YOUR BRAND/SHARED SERVICE GROUP

<p>dressbarn: Catherine Ackerman 933 MacArthur Blvd, Mahwah, NJ 07430</p>	<p>Lane Bryant: Melissa Baldwin 3344 Morse Crossing Rd, Columbus, OH 43219</p>	<p>Justice: Krystin Piatt ascena Global Sourcing: Debbie Downey 8323 Walton Pkwy, New Albany, OH 43054</p>
<p>maurices: Amy Halverson 105 W Superior St, Duluth, MN 55802</p>	<p>Catherines: Christy Pearlstein 3750 State Rd, Bensalem, PA 19020</p>	<p>ascena Shared Services: Amanda Kubinsky 200 Heritage Dr, Etna, OH 43062</p>