




Don't forget about employee matching gifts!

(A guide for our organization's supporters)

Prepared by Double the Donation



**Did you know many
companies match donations
made by their employees?**

Matching Gift Basics

What are corporate matching gift programs?

Matching gift programs are charitable giving programs set up by corporations in which the company matches donations made by employees to eligible nonprofits.

How many companies match employee donations?

Matching gift programs are offered by companies across the world. In fact, about 65% of Fortune 500 companies (and many others) match employee donations to a variety of nonprofits or offer grants when employees volunteer with a nonprofit.

How do I submit a matching gift request?

Companies with matching gift programs either ask employees to fill out and submit a paper form or offer an electronic matching gift submission process. In either case it takes about five minutes for a donor to submit the appropriate form.

Want to learn more about employee matching gift programs? Visit <https://doublethedonation.com/matching-grant-resources/matching-gift-information/> for more details on corporate matching gift programs.

Sample Matching Gift Program - Microsoft

Eligible Organizations:

Microsoft matches employee donations to most nonprofits including:

- Educational institutions (K-12 included)
- Health and human services
- Arts and cultural organizations
- Civic and community organizations
- Environmental organizations
- And many other nonprofits



Eligible Employees:

Both part-time and full-time employees are eligible.

Match Minimums and Maximums:

Microsoft matches at a dollar for dollar rate up to \$15,000 in contributions per employee per year. Donations must be at least \$25 in order to be matched.

Matching Gift Submission Process:

Employees can submit their matching gift requests electronically at <https://easymatch.com/microsoft> or at <http://give>. Individuals must be logged into Microsoft's intranet to access these pages.

Deadline:

Employees can submit match requests for donations made at any point in the last 12 months.

How do I know if I (or one of my friends or family members) work for a company which will match the personal donation?

USE OUR ONLINE MATCHING GIFT LOOKUP TOOL

See if your employer will match your donation!

Enter your company name:

Matching Gift and Volunteer Grant information provided by



Double *the* Donation
matching gifts made easy

We have an easy-to-use matching gift lookup tool on our website. Type in a company name and access the appropriate matching gift forms, guidelines, and instructions.



Double *the* Donation
matching gifts made easy

What can you do to help?

See if your company will match your donation:

1. Use the matching gift search tool located on our nonprofit's website to see if your employer matches donations to our nonprofit. If you can't find your company make sure to search the company intranet or ask HR.
2. If your company will match your donation, make sure to submit the appropriate form in a timely manner (it takes about five minutes!)

See if your friends' or family members' companies will match their donations to our organization and use this information when you ask them to support our nonprofit:

1. Use the matching gift search tool located on our nonprofit's website to see if your friends' or family members' employers will match their donations to our nonprofit.
2. If your friends' or family members' employers will match their donations to our nonprofit make sure you remind them to submit their matching gift forms (again, it takes about five minutes!)