



OUR LADY OF GUADALUPE CATHOLIC SCHOOL

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Matching Gifts Guide

Wouldn't you want to **DOUBLE** your gift to OLG without any additional cost to you?
In other words, giving "40 for 20"? ☺ **YOU MAY BE ELIGIBLE TO DO IT!**

How? Through a **Matching Gifts Program** offered by your employer!

What are matching gifts or matching donations?

Matching gifts are the most-offered workplace giving program, loved by employers and donors alike! In fact, more than 65% of Fortune 500 companies incorporate matching gifts in their business practices, not to mention thousands of smaller and mid-sized companies. Even better, according to the most recent statistics, **more than 26 million individuals are employed by companies that offer matching gift programs**. And that figure is constantly rising! YOU might be one of those people and you just don't know it yet.

How do matching gifts work?

The matching gifts process is simple and requires little effort on the part of the donor (you). Here's how it works:



1. You complete your donation to OLG.
2. Follow the instructions provided by your HR department on how to submit a matching gift request (it usually takes minutes, and it is a quick online or paper form)
3. Your employer reviews the request to ensure that it meets their matching gift guidelines.

4. Your employer reaches out to OLG to confirm the donation.
5. Your employer sends a check to OLG to complete MATCHING YOUR DONATION!

That's it! This is how you get to give “40 for 20” without any additional cost to you! And because this process requires no other action on your part other than submitting your matching gift request to your employer, it's *incredibly* easy to do but the impact is HUGE.

How can you find out if your employer offers matching gifts?

There are a few ways you can find out:

- a) Your employer's company website should have a form employees fill out to apply for a matching donation (also called a matching gift). If you do not find one on the company website, a human resource representative at your company should be able to provide you with one.
- b) Approach your HR department and ask if they have a “gift matching” or “donation matching” program.
- c) Use any of the tools available online that lets you search for your employer's matching gift guidelines. Here is one quick option:
 - o <https://www.charitynavigator.org/donor-basics/giving-101/employee-match-programs/> (scroll down to find the search tool)

What matching gifts guidelines do companies usually have?

Guidelines for corporate philanthropy programs typically touch on these aspects:

- **Gift size:** Most matching gift companies place parameters around the size of gifts that they'll match. Typically, the company sets a minimum gift size and a maximum.
- **Date of donation:** After making their initial donation, donors will have a set amount of time to make their request. This could be a set number of months following the donation, the end of the calendar year, or the end of the calendar year plus a grace period.
- **Nonprofit mission:** Companies will often match gifts to most nonprofits, but some focus on specific areas (like education) or bar giving to others (like faith-based causes).

Will you need any other specific information besides the name of our school?

Please see below some school details you may need when completing a Matching Gift request:

- ⇒ Name of the organization: Our Lady of Guadalupe Catholic School
- ⇒ Tax exemption number (or EIN number): 91-0725901
- ⇒ Contact person within the organization: Carla Mayuri, Director of Development
- ⇒ Email: development@guadalupe-school.org
- ⇒ Address: 3401 SW Myrtle St. Seattle, WA 98126
- ⇒ Phone number: 206-935-0651
- ⇒ Website: <https://www.guadalupe-school.org/>

After You Have Submitted the Matching Donation Form: You should receive some type of confirmation from your company on whether your request for a matching donation was approved. This could be in the form of a letter or email your company generates and sends to you.

Easy, don't you think? But don't go yet! Please keep reading to learn the other ways your employer may offer “Gift Matching.”

» continue reading

Fundraising Event Matching Gifts

Let's now talk about fundraising events. Did you know that the money raised from these fundraisers can actually be matched? YES! If a participant (could you YOU!) in the event works for a company that offers a fundraising match program, this means the money they raise through sponsorships or other donations during the event can be matched by their employer.

Many companies offer fundraising match programs, including Google, Penguin Random House, Intuit, Inc. These are just a few of the many companies that offer fundraising event matching gift programs. There are more than you think!

Don't let the funds from our big events go unmatched. Make sure you check your matching gift eligibility with your employer!



Corporate Volunteer Matches

Did you know that the hours that YOU as an OLG volunteer put in can be financially matched by your employer?

That's right! Many companies will provide monetary grants to organizations where their employees regularly volunteer. These are also known as volunteer grants or **Dollars for Doers** programs.

Here's how "corporate volunteer matches" work:

1. An individual volunteers with a nonprofit such as OLG
2. The individual records their hours and submits a request for a grant to their employer.
3. The employer verifies the hours worked with the nonprofit (OLG)
4. The employer writes a check to OLG thanks to YOU!



Depending on your employer's guidelines, there might be a set number of hours that must be volunteered before they will provide the grant. For example, Apple will donate \$25 to the organization you support, for EVERY hour you may volunteer. There are no minimum hours required. Disney, on the other hand, requires a minimum of 10 hours from volunteers, and will award monetary grants of up to \$2,000 to organizations, based on the total amount of hours worked. Bank of America offers two tiers of grants for volunteer hours. The company will give \$250 to an organization after their employees log 50 volunteer hours, and \$500 after 100 volunteer hours.

If you are volunteering with OLG this year, please make sure you look up your eligibility for these programs with your employer!

Do you have additional questions or need any assistance? Please contact OLG's Development team at development@guadalupe-school.org. We will be thrilled to help you reach **40 for 20!** 😊