

Volunteer & Giving Site

- How to Enter a Match Request for a Donation You Made
 - You will need a receipt or copy of your check or thank you letter and either the EIN number for the charity or the name of the charity
 - Give – Request Match/Donate – Request Match For Offline Donation
 - Select Charity or Copy Previous Donation
 - Enter Amount Donated
 - Enter Match Request Amount
 - Upload Receipt
 - Submit Donation



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- How to Enter Volunteer Hours
 - You will need either the EIN number for the charity or the name of the charity
 - Give – Add/Redeem Hours
 - View/Add Hours
 - Add Hours
 - Select Charity
 - Enter Date You Volunteered
 - Enter Number of Hours
 - Enter a Brief Description of the Work You Did
 - Did You Use DR Community Hours? / Are You on the Board?
 - Submit Hours
- Don't Forget to Redeem Your Hours to Send Funds to the Charity of Your Choice

