Making A Donation Request

Click on the donation requests icon. The name and icon will be unique to your company's program.

Read Over Donation Request Guidelines

Read over donation request detail. If your request fits your company's unique guidelines, click on the link to the application.

A. The minimum amount to be matched is $25.00 and is on the whole dollar only. The gift must be paid, not pledged, by personal check, cash or credit card. Company/business funds will not be matched. Gifts will be matched dollar for dollar up to a maximum of $5,000 per employee annually.

Q. How do I request a Matching Gift?

A. Complete the Gift Matching Application. After verification that the employee, the receiving organization and gift meets the program requirements, checks are issued on a regular basis.

Q. When will my contribution be matched?

A. Forms must be processed within 90 days of the gift to be eligible. Disbursements will be made on a regular basis.

Q. What organizations are eligible? Are there some that are ineligible?

A. Please see the above eligibility section.

Q. What is the process for the gift match?

A. The process is this:

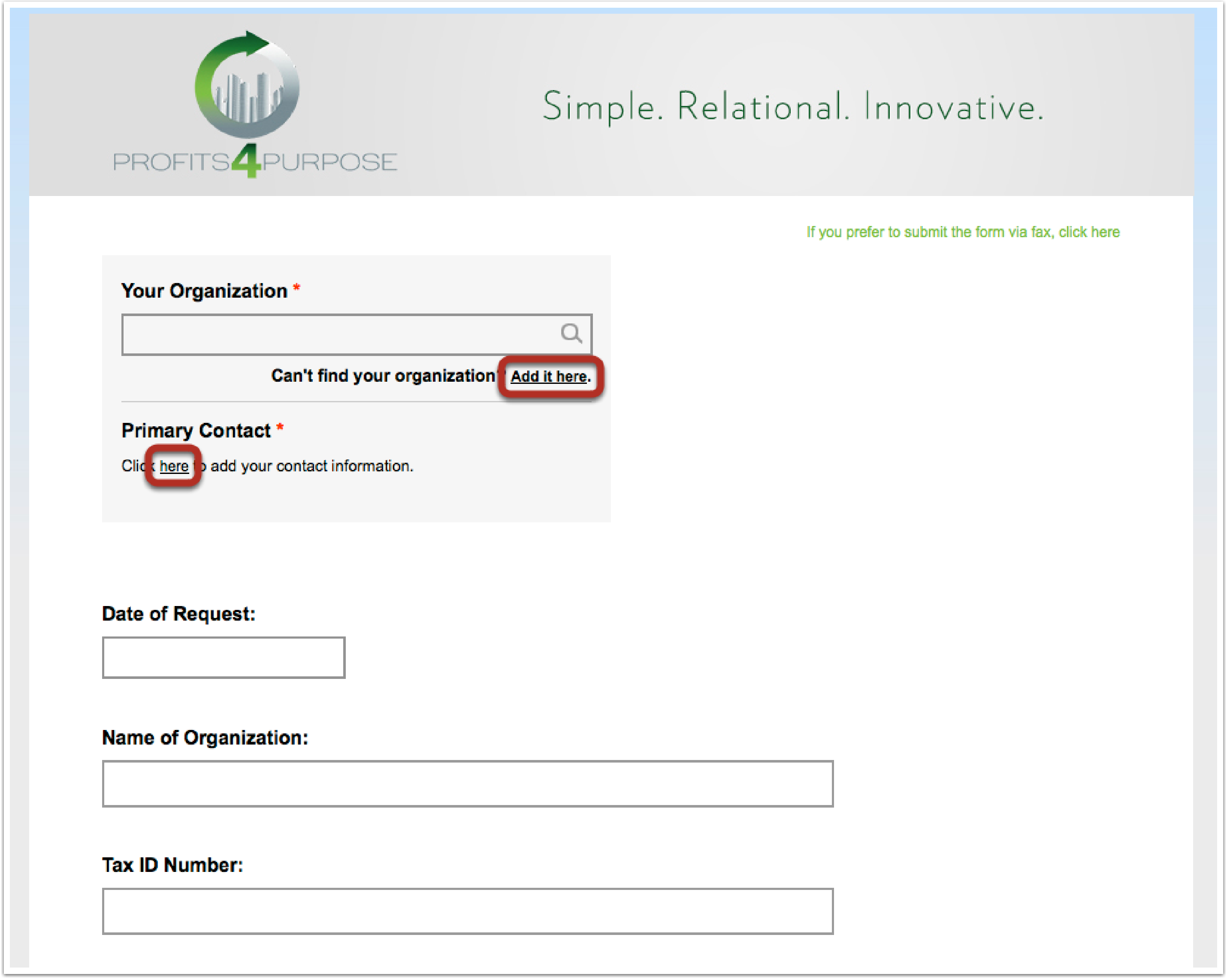
1. You make a donation to a charity, then check to make sure it is a 501-C3.
2. You fill out the **Gift Matching Application**.
3. You send that form along with your donation, or a receipt of your donation directly to that organization.
4. That organization processes your donation and completes their part of the Gift match form.
5. They send the completed Gift Matching Application back to us.
6. We receive the form, enter it into our spreadsheet, deduct it from your $5000 annual gift match allotment, and we have a check cut and sent out to the organization.

This whole process can take a while depending on how long the organization holds onto the form. Once we receive it, we will process it within two weeks and at most it would take four weeks for the check to be sent out.

Click HERE To Submit Gift Matching Application.

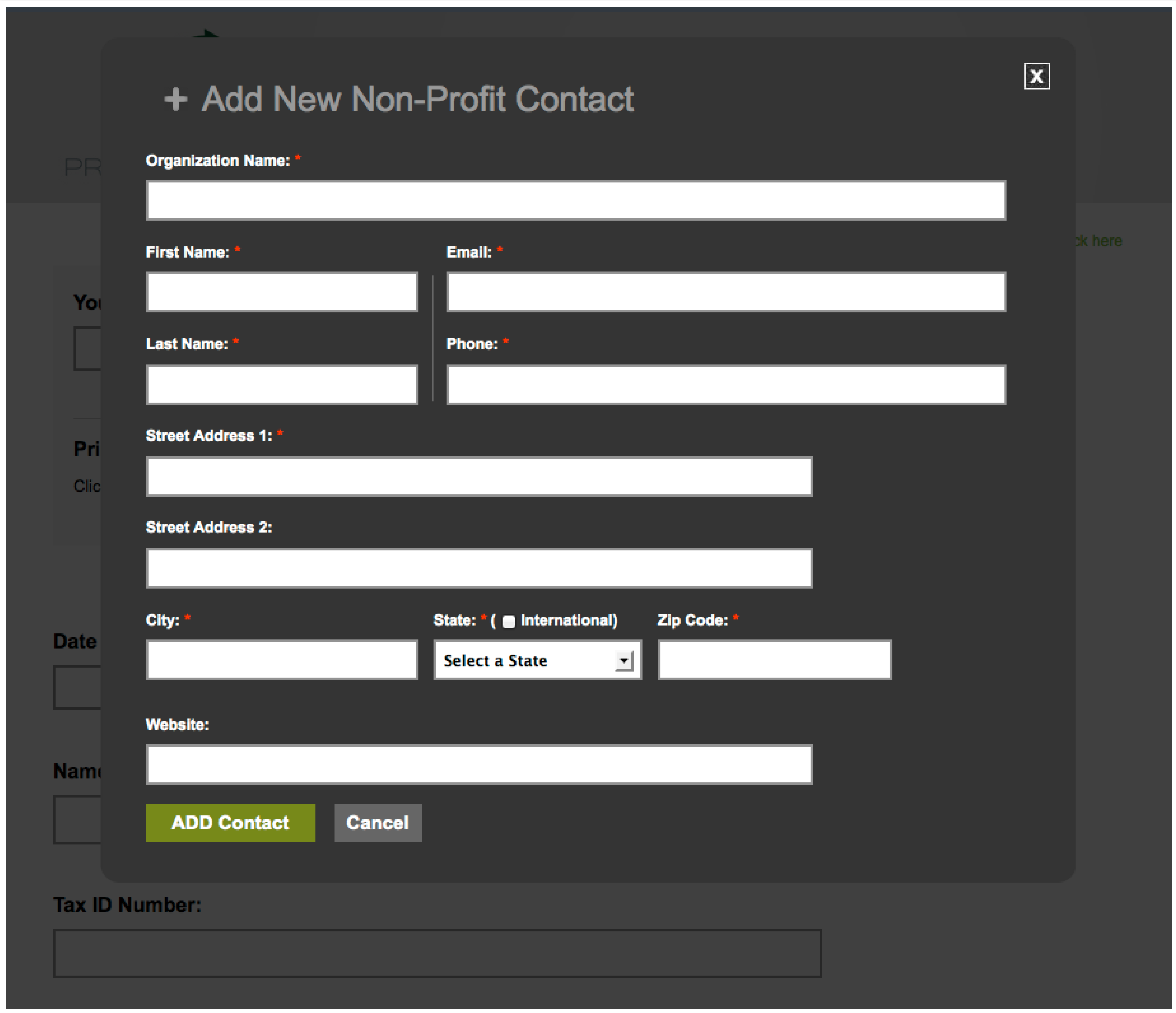
Adding Non-Profit Name and Contact

Begin typing in the name of the non-profit organization you would are requesting the donation on behalf. If the organization does not show in the drop-down menu select "Add it Here" and fill in the remaining fields. Next select "here" to fill in the non-profit contact's information.



Add A New Non-Profit Contact

Fill in all of the below fields for the point of contact for the non-profit and then click "add contact".

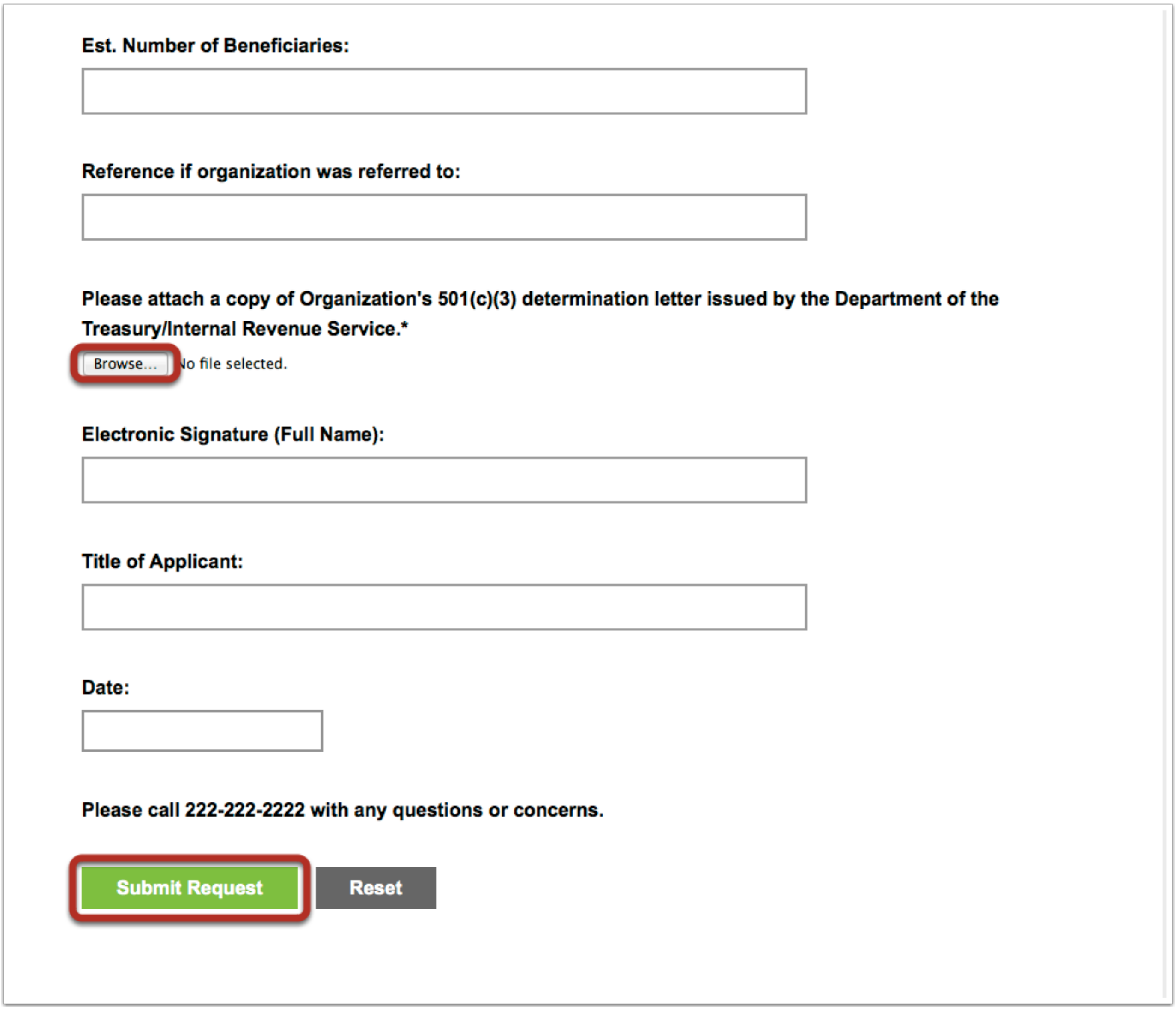


Fill in Remaining Fields and Submit

Fill out the remaining field's required by the application. For attaching files (e.g. 501c3 letter) it is easiest to save a file to your desktop and then to upload by clicking on "Browse".

For filling out an electronic signature, simply type in your name.

After all fields are completed, click on "Submit Request".



Est. Number of Beneficiaries:

Reference if organization was referred to:

Please attach a copy of Organization's 501(c)(3) determination letter issued by the Department of the Treasury/Internal Revenue Service.*

Browse... No file selected.

Electronic Signature (Full Name):

Title of Applicant:

Date:

Please call 222-222-2222 with any questions or concerns.

Submit Request Reset