EMPLOYEE MATCHING GIFT PROGRAMS

FREQUENTLY ASKED QUESTIONS



How can I find out if my company will match my donation to Rotary?

Visit our company <u>matching gifts tool</u>. Follow the directions to find your company's corporate matching policy, forms, and procedures.

If your company is not listed, or if you need to verify Rotary's eligibility under their guidelines, check your company website or contact your Human Resources department.

I've already sent in my gift. Can I send in my matching gift form separately from my donation?

Yes. Just make sure that the name and address on your matching gift form are the same as they appear on your contribution (or make a note on the form if they are different).

You may send your company's matching gift form directly to us at:

The Rotary Foundation of Rotary International Attn: Corporate Matching Gifts 1560 Sherman Avenue Evanston, IL 60201 USA

Email: apf@rotary.org Fax: 847-328-5260

How do I know when/if my company matched my gift?

The most direct way to find out if your gift has been matched is to contact the department in your company that handles corporate matching. Some companies notify their employee donors when the matching gift is sent; if your does not, you may want to ask them to start.

Since most companies process matching gifts on a quarterly, annual or semi-annual schedule, it can take several months before we will have information for you. However, you are welcome to contact us at apf@rotary.org with any questions you have about the matching gift process.

My company uses an online match request system instead of a paper form. How will The Rotary Foundation know that I want my gift matched?

Your company will notify us via mail or email after you have made your online match request. We will then verify your gift online.

Questions: APF@rotary.org

1

How will Rotary verify my gift when my company contacts you?

By ensuring that the name and address your company has for you is the same as the name and address on your contribution. If your gift was given under another name (spouse, etc) please make a note on the matching gift form or let us know by email: apf@rotary.org.

Can I receive Paul Harris Fellow credit for my corporate matching gift?

Yes, assuming the gift is designated for a fund for which Paul Harris Fellow recognition is extended (e.g. Annual Fund or PolioPlus Fund). Once your employer matches your gift, the equivalent Paul Harris Fellow recognition credits are applied to your personal account and counts towards your first or Multiple Paul Harris Fellow recognition levels.

Please note matching gifts do not count towards the requester's total giving and are <u>not</u> eligible for Major Donor recognition.

What recognition opportunities are available for corporate matching gifts?

Employees are eligible to receive the equivalent amount of Paul Harris Fellow Recognition credits for their employer's matching gift. Your employer receives tax credit for the matched gift in the form of a gift receipt. It should be noted that corporations making gifts of US\$1,000 or more may receive a "Certificate of Appreciation" upon request and are eligible for Major Donor recognition when its cumulative giving totals US\$10,000 or more.

What other Corporate Giving Opportunities are available?

In addition to matching gifts, many companies offer their employees the opportunity to support the charity of their choice via workplace giving campaign. Workplace giving campaigns allow donors to contribute through a payroll deduction and in many cases obtain company matching funds for their gift. Other corporate giving opportunities include volunteer grants. A volunteer grant is made to any eligible nonprofit organization for which an employee has committed substantial volunteer hours within a specific time frame. Please check with your human resources department to learn if these or other corporate giving opportunities are available to you.

If you are participating in any of these corporate giving programs please let us know at apf@rotary.org to ensure your gift gets recorded correctly and in a timely manner.

Questions: APF@rotary.org