

MATCHING GIFTS



**UNITED
IN EPILEPSY**
Regional Walks

WHAT ARE MATCHING GIFTS?

Matching gift programs are established by many companies with the intention of supporting nonprofit organizations by matching contributions made by their employees. To see if your company offers this program, check in with your HR or corporate giving department.

HOW DO I ENTER IN A CASH OR CHECK DONATION OR EMPLOYER'S MATCH?

You can add offline donations on the **Manage my page** option under **My Page**.

Step 1: Click on the **Fundraising** tab on the left-hand navigation bar.

Step 2: Click on the **Enter Cash/Checks** tab.

Step 3: Click on **Enter A Cash or Check Donation** button.

Step 4: Fill out the **New Cash/Check Gift** form.

Note: For an employer match, list the Donor Name as “[Company Name] Match.”

WHAT IF MY COMPANY IS MATCHING MY DONATION AND OTHER COLLEAGUE'S DONATIONS? WILL THE DONATIONS SHOW UP TOGETHER?

If you and your colleagues all list the same Donor Name when recording your employer's match using the New Cash/Check Gift form, those donations will be grouped together. Communicate with your colleagues to make sure you are all using the same name (we recommend “[Company Name] Match”).

You would need to communicate with your colleagues to make sure that you are all using the same name for your employer under the Donor Name question of the New Cash/Check Gift form. As the match is being added in, your employer's name will be recognized as a donor.

