



Matching Gifts: How To Double Your Dollars!



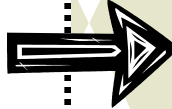
A growing number of companies offer corporate matching gift programs where they match charitable gift donations made by their employees. When you make a donation, your employer may match a percentage of your donation up to 100 percent. This means you could be responsible for doubling, or even tripling, the amount received! Just follow these steps for successful giving!

Step One

Does My Company Match Donations?

There are a number of ways to find out if your company has a matching gift program. You could:

- Visit your company's Human Resources website.
- Call your company's HR Representative
- Visit : www.TNTAnswerCenterSVMB.org
Go to the fundraising page for a list of companies that match.



Step Two

Do My Friends' Companies Match?

Remember, you don't have to actually work at the company to receive a matching gift from them.

- Before mailing fundraising letters to your friends, check to see if their company is on the list of those with matching gift programs. If they are, inform them about how easy it is to participate.
- Include pre-addressed envelopes (for the Silicon Valley Chapter Office) in your fundraising letter to make it even easier for them, and they'll be more inclined to do it!



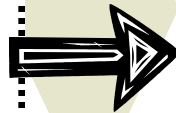
Step Three

How To Get Credit For Your Matching Gifts

- Send the Donor's check and the Participant Donor Form. (which came in the Kick Off Packet) to:
Leukemia & Lymphoma Society
Attn: Bookkeeper
675 N. First St., Suite 1100
San Jose, CA 95112

(This should be mailed within 1 month of the donation)

- Inform your DONOR to fill out the appropriate paperwork at their company. This form will then be mailed to LLS. They may also check to see if their company provides an online matching gift portal. Make sure they pick the SVMB chapter in San Jose, CA.



Step Four

Reminders

- Please make sure that your name is on your donor's check so that the accounting office will know who to credit.
- When you or the donor fill out the matching gift form from the company, make sure your name is in the "For Benefits Of" section, so you get credit for the matching gift.
- This may also be done online if that company has an online portal set up for matching gifts.
- Online donations and online matching gift requests are the fastest way to receive credit!

For more information, contact your team manager at (408) 490-2666, or go to www.tntanswercentersvmb.org

