# how matching gifts can impact your fundraiser



Many companies offer matching gift programs to encourage employees to contribute or volunteer with charitable organizations. Often they will match donations dollar-for-dollar or more. This is a great opportunity to raise funds quickly and easily!

<u>You can search here to see if your company will match your gift</u> and access the forms, guidelines, and instructions that you need to submit your match. There is also an option to check and access these assets while you are filling out your donation form online.

# **STEP 1** A donor makes a donation on your fundraising page.

#### STEP 2

If their company offers matching gifts they can submit a matching gift request for Children's Cancer Research Fund – The Walk. Make sure they reference the fundraiser's full name and the event (The Walk) in the memo/note on the form. They can search to see if their company will match gifts and access the forms <a href="here.">here.</a>

#### STEP 3

The donor applies for the match through their company's website or submits a form to their HR department and asks them to send it to the address below:

Children's Cancer Research Fund Attn: The Walk 7301 Ohms Lane, Suite 355 Minneapolis, MN 55439 Tax ID: 41-1893645

Financials, W9 and IRS Determination Letter

#### STEP 4

Once the match request is received, CCRF will confirm the original donation and approve the match. Please allow several weeks for processing. We cannot confirm a gift or approve a matching gift until the original gift is fully processed in our database.

## STEP 5

The company will send the matching gift check to CCRF on their next distribution cycle. These can be monthly or even quarterly.

## STEP 6

Once CCRF receives the payment, it will be reflected on your fundraising page.