

# Charitable Donation and Volunteer Hours Matching Programs

## • Did you know?

Not only will many corporations match the charitable contributions their employees, spouses, and retirees make to non-profit organizations but many will also match volunteer hours with cash. Your volunteer hours or your donation can double in value through a simple request process.

## • How do I get started?

Many corporations will include information about donation or volunteer hour matching programs on their Community Relations or Human Resources pages.

You may also try a “search” of the website using keywords such as: gift matching, corporate match, or volunteer match. Or, contact human resources to ask about contribution and volunteer hour matching programs.

## • How do I apply?

Most companies will provide a matching request application of some type, either an online or hard-copy form. Many will have application deadlines or require that the charitable organization meet certain eligibility requirements. Most will have a minimum or a maximum number of volunteer hours they will match per year.

If you need assistance, with any part of the process, you may find assistance by checking with either the company or the non-profit organization.

## • Final Steps

Follow the directions for completion of the matching gift application and submit the form as required by your employer. You may be asked to have the charitable organization provide verification of the type of volunteer work and the number of hours completed. Additionally, you will probably be asked to reapply each year to continue the charitable contribution match.

Once the charitable match process has been completed, the corporation forwards the matching contribution directly to the non-profit organization on your behalf.

• **Questions? Contact Sharon**  
612-824-6099 or [sharon.kurttt@innercitytennis.org](mailto:sharon.kurttt@innercitytennis.org)

