

Matching Gifts Steps...

Donors need to take the initiative to obtain a corporate match (for their HSF donation).

1. First the donor needs to make a donation/payment to HSF.
2. Then, the donor must contact their corporate HR Dept. to obtain and complete their Matching Gifts form.
3. The HR Dept can either mail a completed form to HSF (300 El Cerrito Ave, 94010)
OR email the form to Cynthia Foster, the HSF Executive Director: cynthia@hsf.org.
OR the donor can bring the form directly to HSF.
4. Then, HSF completes the form (confirming the family has actually made a donation) and returns the form to the corporation.
5. Some companies will email confirmations to HSF upon receiving the forms.
It can take months for HSF to actually receive the matching funds as most are processed on a quarterly basis.
6. Employees received different matching percentages based on their level within the company.
7. Not all companies match public elementary schools or Foundations.
8. Personnel can use this corporate match for other charitable donations.
9. Families will be acknowledged in the Annual Report for the total amount received on their behalf but their tax receipt is based on their actual personal donation.
10. Families that plan on participating in the Matching Gift program should indicate the Company name on the Pledge envelope. They do not need to indicate the actual amount that the company will donate. However; we requested that the family provide the amount of they will personally donate.

For a complete listing of companies with Matching Gifts Programs
<http://www.openspacetrust.org/contribute/matchinggifts.html>