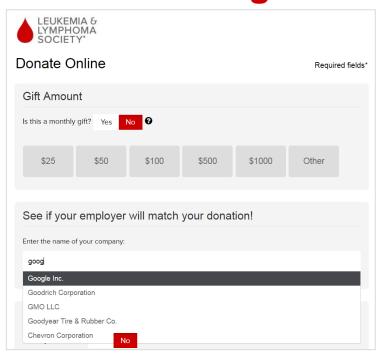
# **LLS Matching Gifts 101**



Sample Screen (when making a donation)

## How do donors submit their gifts to be matched?

**Option 1:** When they make a donation to a fundraising page online, they will be prompted to enter their company name to determine if their company matches. If so, they will be given the information on how to finish submitting their match once they complete their donation (example right).

**Option 2:** They can make their donation and then reach out to their company to request the matching gift. When doing so, donors should choose The National LLS Office as the chapter/address: The Leukemia & Lymphoma Society, 3 International Drive, Suite 200, Rye Brook, NY 10573. If they don't see the National Office listed, they can search by our EIN: 13-5644916.

### What is a matching gift?

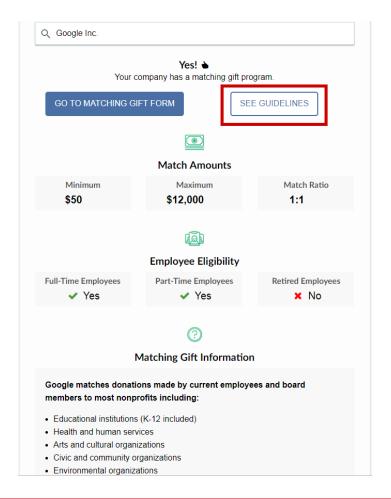
A matching gift is a charitable donation by a corporation that matches an employee's donation to an eligible nonprofit organization, most often dollar for dollar.

### What kinds of gifts are eligible to be matched?

Eligible gifts include donations to fundraisers, teams, and LLS.

Gifts that are not eligible (per IRS policy):

- Auction Items
- Registration Fees
- Sponsorships
- Ticket Sales



#### Match your donation and double your impact!

Dear Roxanne,

We really appreciate your support to our organization.

Did you know that last year we raised \$1 million from matching gift programs which were submitted by 6,000 donors? Please visit our matching gift page to see if your company will match your gift and to access the forms, guidelines, and instructions that you need to submit your match.

Check if my company will match my donation!

Once you've submitted your matching gift request, please click the following link to let us know!

I've submitted my matching gift request!

If your company doesn't offer a matching gift program or won't match your donation, please let us know by clicking the following link:

My donation is not eligible for a matching gift.

Regards,

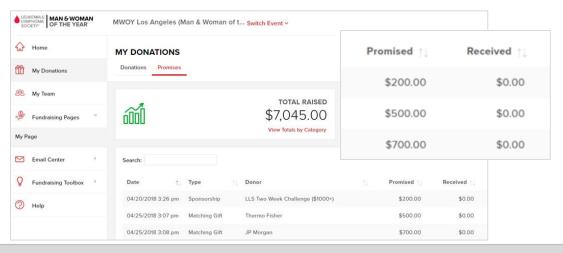
Sample Follow-Up to Donor from LLS

# How do I get credit for matching gifts submitted?

- Once the Matching Gifts team receives a match request, and verifies that a donation has been received, a promise is created on the participant's fundraising account that gives full credit for the match.
- Please note that it could take up to two weeks from the time of request submission to the Matching Gifts team for the verification step to be completed.

Note: For companies that utilize a Matching Gifts Company like Benevity, LLS may not receive a request to verify donations. In that case, in order for a promise to be credited to a participant, written confirmation must be provided to matchinggifts@lls.org that the match is forthcoming. Please include with your request, Donor Name, Donation Date, Donation Amount, Matching Company, Matched Amount, Documentation (verification email, proof of submission, approval).

How a matching gift shows on the Fundraising Tools Page once a match is verified:



### As a Participant, what can I do to maximize matching gift opportunities?

- Connect with your LLS Staff Member to plan outreach to potential and existing donors regarding matching gifts.
- Keep track of donors who work at Matching Gift companies, and periodically check your
  Fundraising Tools page to ensure the match is credited.



Email: MatchingGifts@lls.org Phone: 888-557-7177