

EMPLOYEE CORPORATE MATCHING GIFT PROGRAMS

FREQUENTLY ASKED QUESTIONS

How can I find out if my company will match my donation to The Dudley Alumni Association Inc. (DAA)?

Check your company website or contact your Human Resources department to find your company's corporate Matching Fund Policy, forms, and procedures. If you need to verify DAA eligibility, the 501©3 IRS non-profit letter is available and DAA is listed on www.Guidestar.org. All gifts to DAA are used solely for scholarships to qualified Dudley graduates attending accredited institutions.

I've already sent in my gift. Can I send in my matching gift form separately from my donation?

Yes. Just make sure that the name and address on your matching gift form are the same as they appear on your contribution (or make a note on the form if they are different). You may send your company's matching gift form directly to us at: **The Dudley Alumni Association, Inc.** Attention: Corporate Matching Gifts P.O. Box 21971, Greensboro, NC 27420.

Email: DAApanters@gmail.com

Website: www.dudleypride.org

Fax: 336-272-1220

EIN: 30-0151072

How do I know when or if my company matched my gift?

The most direct way to find out if your gift has been matched is to contact the department in your company that handles corporate matching. Some companies notify their employee donors when the matching gift is sent; if your company does not, you may want to ask them to start. Since most companies process matching gifts on a quarterly, annual or semi-annual schedule, it can take several months before we will have information for you. However, you are welcome to contact us at DAApanters@gmail.com with any questions you have about the matching gift process.

My company uses an online match request system instead of a paper form. How will DAA know that I want my gift matched?

Your company will notify us via mail or email after you have made your online match request. We will then verify your gift online.

How will DAA verify gift when my company contacts you?

By ensuring that the name and address your company has for you is the same as the name and address on your contribution. If your gift was given under another name (spouse, etc.) please make a note on the matching gift form or let us know by email: DAApanters@gmail.com.

What other Corporate Giving Opportunities are available?

In addition to matching gifts, many companies offer their employees the opportunity to support the charity of their choice via workplace giving campaign. Workplace giving campaigns allow donors to contribute through a payroll deduction and in many cases obtain company matching funds for their gift. Other corporate giving opportunities include volunteer grants. A volunteer grant is made to any eligible nonprofit organization for which an employee has committed substantial volunteer hours within a specific time frame. Please check with your human resources department to learn if these or other corporate giving opportunities are available to you. If you are participating in any of these corporate giving programs please let us know at DAApanters@gmail.com to ensure your gift gets recorded correctly and in a timely manner.

What recognition opportunities are available for corporate matching gifts?

Employees are eligible to receive the equivalent amount of Recognition credits for their employer's matching gift. Your employer receives tax credit for the matched gift in the form of a gift receipt. It should be noted that corporations making gifts of \$1,000 or more will receive a "Certificate of Appreciation" from **The Dudley Alumni Association, Inc.** and are eligible for Major Donor recognition when its cumulative giving totals \$10,000 or more.