

Matching Gifts

- Learn the matching gift policy of your company. Contact the appropriate Human Resources representative. When you obtain Matching Gift forms, inquire if your company is willing to match all pledges by team as whole.
- Inform and coordinate sponsors to maximize matching. Tell all potential sponsors what your company's rules are. Often a minimum contribution is required to obtain the match (e.g. \$25). Sponsors will often reconsider and increase their level of giving when they know that the money will be matched.
- Make it easier for your sponsors by obtaining copies of the matching gift form. Usually there is "standard" information on the matching gift form that you can fill out in advance (such as the name and address of the recipient organization). Often the standard form can be photocopied so you can be prepared with partially completed forms that sponsors can fill out with their specific information. Check before you make copies as some companies will only accept original forms. It is also a good idea to carry the forms with you and get your sponsors to fill them out and sign them on the spot. A good time to do this is when they are writing their check. If you leave this process to the sponsor it can fall through the cracks, so get the completed form with the check and bring it to the AIDS Walk.
- Read your Matching Gift Form carefully. Make sure you fill it out completely. Most forms are divided into two parts, a section for the donor/sponsor to complete, and a section for the benefiting organization to fill out. If your company needs you to fill in the AIDS Walk address, please use this one: AIDS Walk 2009, c/o The Center For Equality 3600 S Minnesota Ave., Suite 5, Sioux Falls, SD. 57105, P: 605.331.1153. Using other addresses on Matching Gift forms can result in your company's matching check being incorrectly assigned.
- Some companies require the benefiting organization to enclose a copy of the donor/sponsor's check with the Matching Gift Form. It is the responsibility of each donor/sponsor to provide these copies, as the bank can not provide this service and there will be no photocopying facilities available at the AIDS Walk Sioux Falls. You can help us avoid delay by photocopying each check and stapling these copies to each individual Matching Gift Form prior to signing in at the AIDS Walk Sioux Falls. If copies are not provided, we must contact you get a copy of the check, further delaying the matching gift process.
- If you have any questions, or if anything related to matching gifts is unclear: Contact your Human Resources Department or call your AIDS Walk Sioux Falls Team Coordinator at 605.331.1153.