



Matching Gifts Instructions

Many companies will match employee gifts. For example, if Mark donates \$25, his employer will also donate \$25 – sometimes even more! Ask everyone who makes a donation to see if their employer – or their spouse’s – offers a matching gift program. It can take eight to nine weeks for matching gifts to be credited to your account. Many companies often take months to process these gifts and issue the checks on a quarterly basis.

Matching Gift Steps

1. Ask your donor to confirm that his/her company matches gifts – this is usually done through Human Resources. You can include this note in your solicitation letter or email. If someone has already donated, thank that person and ask whether his/her company matches gifts.
2. The donor will need to fill out an online or paper form to start the matching gift process. Make sure the donor:
 - a. Only fills out the donor information section.
 - b. Writes “YSC Champions – (insert fundraisers name)’s Fundraising Campaign” as the recipient.
 - c. Has the correct YSC contact information:

Young Survival Coalition – YSC Champions
80 Broad Street, Suite 1700
New York, NY 10004
646.257.3000
Tax ID: 13-4057685
Website: yscchampions.org

3. The donor will give the completed form to you (if a paper form) or submit the form online. Submit the paper form to YSC as soon as possible. Please email donations@youngsurvival.org and let us know that your donor has submitted for a matching gift so we can be sure to approve the gift in a timely manner.
4. YSC must receive the donor’s gift before we can process any matching gifts. To credit the matching gift to your account as soon as possible, please submit the check and matching gift form together, whenever possible.

Please contact donations@youngsurvival.org or champions@youngsurvival.org with any questions.