



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. While matching gifts can easily increase your donations, please do not depend on them to reach your fundraising minimum. 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 them and ask whether their company matches gifts.
2. The donor will need to fill out an online or paper form to start the matching gift process. Make sure that the donor:
 - a. Only fills out the donor information section.
 - b. Writes “YSCTour de Pink – (insert rider’s name)’s Ride” as the recipient. Make sure that he/she also designates the affiliation of the TDP (East Coast, West Coast)
 - c. Has the correct YSC contact information: Young Survival Coalition - TDP 80 Broad Street, Suite 1700 New York, NY 10004 (646) 257-3000 Tax ID: 13-4057685
Website: www.ysctourdepink.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 you have 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 info@ysctourdepink.org with any questions