



Matching Gifts Checklist

Make your donations work twice as hard for you. Check to see if your donors' companies will match charitable donations!

Here are the steps:

1. Donor makes online donation at www.dcwalkfortheanimals.org or gives a check to the Walk participant.
2. Find out whether the donor's company has a qualifying matching gift program.
3. If the donor's company has a qualifying program, have the donor request either a paper matching gift form from the employer or ask them to access the form through their employer's website (most matching gift companies use one or the other).

If donor uses their company's online gift matching process:

- IMPORTANT!** DONOR SHOULD DESIGNATE "DC WALK FOR THE ANIMALS" on the form or it will not get routed appropriately.
- IMPORTANT!** DONOR SHOULD ALSO NOTE THE WALK PARTICIPANT NAME (generally in the notes or purpose section of the form).
- Donors who give online at www.dcwalkfortheanimals.org:** should print out an extra copy of the receipt they receive via email and forward it to the walk participant for proper processing.
- Donors who write a check:** give the check to the participant with participant name in Memo, along with information on their matching gift program (i.e. print out of completed online form).

Include: donation check **or** a copy of the online donation receipt (accompanied by matching gift information):

Walk participant sends to the address below:

Humane Rescue Alliance
c/o DC Walk for the Animals
71 Oglethorpe St NW
Washington, DC 20011

If donor uses a paper form received from their company:

- Donor completes the donor section of the matching form.
- IMPORTANT!** DONOR SHOULD NOTE "DC WALK FOR THE ANIMALS" on the form or it will not get routed appropriately.
- IMPORTANT!** DONOR SHOULD ALSO NOTE THE WALK PARTICIPANT NAME (generally in the notes or purpose section of the form).
- Donors who give online at www.dcwalkfortheanimals.org:** should print out an extra copy of the receipt they receive via email and forward it to the walk participant.
- Donors who write a check:** give the check and the matching gift form to the Walk participant.

Include: Completed and signed matching gift from the donor, donation check **or** a copy of the online donation receipt (accompanied by any matching gift information)

Walk participant sends to the address below:

Humane Rescue Alliance
c/o DC Walk for the Animals
71 Oglethorpe St NW
Washington, DC 20011

Please allow up to 8 weeks for processing. Matching gifts will be posted as "offline confirmed" gifts in your participant center once they've been processed. These gifts do count toward your fundraising total. If you have questions, please contact us at development@humanerescuealliance.org.