



Re: Guidelines for Employer Matching Gifts

12/16/2011

Employer sponsored matching gifts are an important consideration from our Scouting families. These matching gifts allow our Council to leverage the donation from our Scouts, Scouters and their families at no additional cost. Unfortunately, there is no one policy that fits all employers but there are general guidelines that we would like to share with all our Scouting families. Some companies match gifts made by retirees and/or spouses.

Eligible Participants

Scouting families should consider all employers within their family for participation in their respective programs. The specific rules of eligibility are defined by each employer.

Eligible Organizations

Check to see if you can identify the Housatonic Council, BSA as the recipient organization or the United Way who can then identify the Housatonic Council, BSA as the recipient. By associating your name to the donation, instead of anonymous, then your unit (Pack, Troop or Crew) can be given credit towards their FOS Family Campaign goal.

Procedure

Although each employer will have their own matching gift program guidelines, *the general* process is to:

- a) Contact your company's Human Resources department or search your company's intranet for matching gift program guidelines.
- b) Make your donation to the Housatonic Council, BSA (326 Derby Ave, Derby, CT 06418 203-734-3329, Fax: 203-734-0222, www.housatonicbsa.org) and include any necessary form or documentation from your employer regarding their matching gift program. Your employer's policy maybe to send the validation request directly to the Housatonic Council.
- c) The Housatonic Council will then complete the validation section on the employer form and return it to your employer.
- d) Once your employer approves the request, your employer matching gift will be bookmarked. Payment will eventually be sent to the Housatonic Council. If the matching gift is associated to the employees name then the Housatonic Council will credit the matching donation amount to your unit's FOS Family Campaign goal.

Resources

The following two websites include information on employers that offer matching gift programs: a) Yale University at www.matchinggifts.com/yale

- b) University of Connecticut at www.matchinggifts.com/uconn