



## **Find Out If Your Company Participates**

You might be able to make your donation go farther. Many companies encourage employees to donate to their favorite charities by matching their contributions, sometimes dollar-for-dollar or more.

To find out if your company will match your donation to Bishop Grimes, please contact your employer's Human Resources Department.

If your company is eligible, request a matching gift form from your employer and send it completed and signed with your gift. We will do the rest. The impact of your gift may be doubled or possibly tripled! Some companies even match gifts made by retirees and/or spouses.

## **How Do I Apply for a Matching Gift?**

Obtain a matching gift form and program guidelines from your human resources office.

Fill in the Employee section of the form and send it to Bishop Grimes along with your donation or, if you've made your contribution online, simply complete the form and mail to:

**Bishop Grimes Jr. Sr. High School**  
**Attn: Office of Development**  
**6653 Kirkville Rd.**  
**East Syracuse, NY 13057**

We will complete the form and forward it to your employer's matching gifts office for processing. The company will send its matching donation directly to Bishop Grimes.

Some companies disburse matching gifts on a quarterly or yearly schedule. To reduce administrative expenses, the School will not forward a notice to employees when matching contributions are received. If you ever have a question about your company's matching donation, contact your human resources department.

Turn your \$100 donation into \$200 without any additional money from your wallet! Many area companies whether small or large will match your charitable contribution through their matching gifts program.

If you have any questions, please call the development office at **(315) 314-7157 x2.**