

Team Coach Kit Table of Contents



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Project Open Hand/SF Giants 5K Run/Walk Plate to Plate

Benefiting Project Open Hand

Fact Sheet

- Date & Time:** Sunday, August 30, 2009 at 9:00am
- Get in the Game:** Runner/walker(s) can sign-up and pay the \$39.00 registration fee (\$29.00 for youth 12 & under) online: www.platetoplate.org
- Hit One Out of the Park:** Those that step up to the plate and decide to raise funds for Project Open Hand when registering will be competing against others for Giants baseball and Plate to Plate memorabilia! The fundraising tool kit is available for downloading and makes it easy to get started asking friends, family, and coworkers to sponsor your 5K run/walk.
- Vital Statistics from 2008:** 2008 was our second year for the Plate to Plate event. We're proud to say that it was a huge success with over 2,500 people participating and thanks to all those participants we raised a total of \$300,000 for Project Open Hand's meal & nutrition services.
- Location:** The 5K (3.1 Mile) route winds along the Embarcadero beginning and ending at AT&T Park. Every participant will have the opportunity to run/walk over HOME PLATE at the Giants stadium as they make their way to the finish line!
- SF Giants Partnership:** Thanks to the partnership between Project Open Hand and the SF Giants – August 30, 2009 will be Project Open Hand day at the stadium. The first 3,000 Plate to Plate participants will enjoy a fun filled day that begins with the 5K run/walk followed by a pre-game festival and culminating in an afternoon SF Giants ballgame against the Colorado Rockies.
- Teams:** We are scouting for Corporate and Community Teams for this event. To find out more go to the dugout at: www.platetoplate.org and download everything you need to get your team signed up. The deadline for filling your team roster is August 17, 2009.
- Volunteer Support:** We need to field lots of positions to support this event as well. If you know of people who would prefer to get involved in this way please have them contact info@platetoplate.org or call (415) 447-2316
- Benefiting Organization:** Project Open Hand was founded in 1985 by Ruth Brinker, who began preparing meals in a church basement for seven people with AIDS. The first grassroots response to the nutritional needs of people with AIDS in the nation, Project Open Hand continues to be a model for similar organizations around the world. In 1998, Project Open Hand furthered its reach and began providing daily congregate lunches to seniors. And now, Project Open Hand is also successfully providing meals for homebound people living with serious illnesses or other debilitating conditions.

Team Coach's Game Plan

July

Season Beginners

For those of you just starting your team, here's some information to get you up to bat!

- Set up your team's Web page by going to www.platetoplate.org, click on My Fundraising page and follow the instruction prompts.
- Review this team coach packet to get the basic information about the event.
- Check out the team recruiting materials and fundraising tips at our website.
 - Download the materials order form at <http://www.platetoplate.org/pages/teams.html>, fill it out and then email it to your team coordinator, Sarah Hedayati at teams@platetoplate.org. (Please be sure to note in the subject line your team's name and your name as the team coach; ex. Subject: Team Super Duper, Coach Joan Smith)
- Start brainstorming on your recruitment strategy for creating your team.
- Brainstorm fundraising ideas for your team. For every \$500 Project Open Hand can make 250 meals. Every dollar you fundraise really does count!
- Attend one of our New Coach Orientation trainings!

July

TIME OUT (MID POINT CHECK)

For those of you well on your way to building your teams, here's some things to keep in mind:

- How is your team doing in recruiting team members and fundraising?
 - This is a good time for a mid-point check. See if you need to apply some special tactics. Check out Plate to Plate's website and/or the Team Coach Packet for ideas to get your team to top performance by Game Day.
 - You can continue to recruit team members up until August 17, 2009 at 5:00pm. But don't wait to get started! The sooner you get your team roster built out the more money you can focus on raising for Project Open Hand.
- Attend one of our Coach's training sessions on Power Fund Raising and Fund Raising Tune-Up!

	<ul style="list-style-type: none"> Plate to Plate is hosting a T-Shirt contest with a plaque awarded to the winning team, plus the winning T-Shirt design will be proudly displayed at Project Open Hand for an entire year for the team voted to have the coolest T-Shirt design. Judging will be based on visibility of your Team Name (either on the front or the back is ok), Creativity, Design and Color. Start thinking about your Team T-Shirt design today!
AUGUST	
Early August	Top of the Ninth <ul style="list-style-type: none"> Send your completed T-Shirt design to the printer. Make sure to print up an extra shirt to turn in for judging on the day of the event.
August 17 Monday, 5pm	TEAM BENCH DEADLINE <ul style="list-style-type: none"> This is the last day for team member sign up. (If anyone wants to join the event after this date, they still can sign up individually on the www.platetoplate.org website or onsite the day of the event starting 7:00am). Team registration is completely closed after Monday, August 17 at 5:00pm. Your team must have at least 20 players lined up by 5:00pm on August 17 to qualify for a Team Bench (a meeting place specific to your Team) at the event. Check your team's online registration. If you are short, scout the hidden players out there, and sign them up! They are often waiting to be picked up in the cafeteria. 😊
August 21 Friday	Home Run Hit <ul style="list-style-type: none"> Just about one week before Game Day. Have you sent out all the final logistics of the RUN/WALK to your team members by now? If not, now is the time! You don't want anyone showing up at the wrong stadium.
August 28 Friday	<ul style="list-style-type: none"> D-minus 2 and last Friday before the RUN/WALK. A final reminder and a little morale booster e-mail may be a good idea to get your team geared up for the big day. Also remind everyone on your team to bring their Race Team Bib the day of the event.
August 30 Sunday, 9am	PLATE TO PLATE 5K RUN/WALK <ul style="list-style-type: none"> It's a Grand Slam! Run for the Home Plate!! And Celebrate with your amazing dream team!!! Plan to meet with your team no later than 8:15am. Warm up exercises will start at 8:30am.
September 30th Wednesday, 5pm	GAME OVER (FUNDRAISING DEADLINE) <ul style="list-style-type: none"> Submit all outstanding pledges and Matching Gift Forms.

HOW TO REGISTER

Project Open Hand/ Giants 5K Run/Walk

Plate to Plate

Sunday, August 30, 2009 9:00am

Visit www.platetoplate.org and register online

Benefiting Organization

Project Open Hand

Our Mission:

Project Open Hand provides food and nourishment to improve the quality of life for the men, women and children it serves. Project Open Hand programs include: meal, grocery and nutrition counseling for people with symptomatic HIV and AIDS; congregate lunch and nutrition education for people over 60 years of age; meal service for homebound and critically ill people under the age of 60. Services are available to eligible clients living in San Francisco and Alameda counties, regardless of their race, color, national origin, age, gender, sexual orientation, religious affiliation, disability or ability to pay.

Good Nutrition:

The important link between good nutrition and effective treatment of AIDS is the cornerstone upon which Project Open Hand was founded. The comforting food Project Open Hand provides ensures that our clients, those living with HIV/AIDS, seniors and the homebound and critically ill, have nourishing food to help in their struggle against disease or debilitating health situations.

The Project Open Hand dieticians and chefs work together to create healthy, appetizing meals tailored to the dietary needs of our clients. Special meals are offered to those with specific dietary restrictions.

Sample Meals:

- Eggplant Manicotti with Tomato Sauce and Pasta
- 3 Bean Chili with Brown Rice and Cheddar Cheese
- Turkey Burger with Swiss Cheese and Roasted Potatoes

Sample Grocery Bags:

Staples include fresh and canned fruits and vegetables, cereal, rice, soup, tuna, peanut butter, margarine, bread, eggs, cheese, milk and juice

Sample Senior Lunch:

- Spaghetti with Meatballs
- Garden Salad with Spinach, Carrots and Italian Dressing
- Broccoli
- Garlic Bread
- Sliced Pears

Volunteers:

Volunteers are the lifeline of Project Open Hand. Over 125 volunteers are needed every day to prepare, package and deliver meals, and bag and distribute groceries. It is through their tireless dedication that Project Open Hand is able to create a diverse community of caregivers who answer the call of people in need.

Fiscal Year 2007-2008 Client and Service Statistics

HIV/AIDS Program

- 358,435 meals provided
- 131,000 grocery bags distributed
- 3,197 total people served

Senior Lunch Program

- 373,445 lunches provided
- 2,500 total seniors served

Homebound/Critically Ill Program

- 31,445 meals provided
- 386 clients served

Questions Most Frequently Asked

GENERAL EVENT LOGISTICS

When is the Project Open Hand/SF Giants 5K Run/Walk ("Plate to Plate")?

Plate to Plate will be held on Sunday, August 30, 2009. Warm up exercises will begin at 8:30am therefore we recommend that all teams plan to meet no later than 8:15am
Race day registration will begin at 7:00am for those not previously registered.

Where will Plate to Plate take place?

The route for Plate to Plate will begin and end at **McCovey Cove (3rd Street and Terry Francois Blvd.)** right behind AT&T Park. The route will go along the Embarcadero and each participant will have the opportunity to run/walk over HOME PLATE in Giants stadium as they make their way towards the finish line.

How long is Plate to Plate?

Plate to Plate is a 5K Run/Walk and should be completed by all runners and walkers in under an hour.

What is the schedule of events for the day of Plate to Plate?

- **7:00am** – Parking lots open
- **7:00am** – Race day registration opens
- **8:30am** – Warm up exercises
- **9:00am**– Plate to Plate begins
- **9:30am**– Pre-game festival begins at McCovey Cove
- **11:05am**– Ballpark Opens
- **12:30pm**– Festival Closes
- **1:05pm**– Giants v. Colorado Rockies

Will Parking be Available?

Limited parking at AT&T Park will be available at \$30.00 for the day. We encourage the use of Mass Transit. Also there will be bicycle parking available on site as well.

Will refreshments be available?

Water and a variety of snacks will be provided free of charge at the venue and at a designated checkpoint along the route of Plate to Plate. The post event Festival will also offer a variety of food and beverage items – both complimentary as well as to be purchased.

What is the Festival?

The festival will begin shortly after the start of Plate to Plate and will end right before the start of the Giants v. Colorado Rockies game. There will be food, beverages, entertainment and lots of fun and informational booths to be visited at the festival. Something for everyone!

When will I receive my Race Number Bib?

All Race Number Bibs will be mailed to the participants approximately two weeks prior to "Plate to Plate". If you register after August 26, plan to pick up your bib the day of the event.

GETTING TICKETS FOR THE GIANTS GAME

When will I receive my ticket for the Giants Game?

We will have a Team Tickets pick-up booth at the festival immediately following the 5K Walk/Run for Team Coaches. The tickets for the game are limited to the first 3,000 participants

– so register your team early. If you are a Team coach, plan to have your California ID or Drivers License with you when you pick-up the tickets for your team. This is our only way to match the Team Coach name we have been given with your physical being. Only Team Coaches may pick up tickets at the Team Tickets booth—they will then need to distribute the bundle of tickets to their team members.

Can I have friends and family members join me for the Giants game even if they are not participating in the run/walk?

Yes. You can purchase up to 1 extra ticket (at a discounted price of \$23.00 per ticket) for the Giants game when you register. You will receive this additional ticket with your free ticket the day of the event.

How does a Team sit together at the Giants Game?

Tickets for all Team members who register by August 17, 2009 will be bundled for pick up by Team Coaches at the pre-game festival on event day starting at 9:30am Team Coaches will need to show photo ID.

ABOUT THE TEAM, TEAM REGISTRATION, AND OTHER TEAM LOGISTICS

What constitutes a team?

A team is any group of friends, family, coworkers, fellow students or community organization members who pre-register, raise money and run/walk together on the day of Plate to Plate. Teams can range in size from 2 to more than 100 people. **Any team that registers 20 or more runner/walkers by August 17, 2009 will qualify for a Team Bench** (a meeting place specific to your team).

What are the Team Coach's responsibilities?

A Team Coach is the key player who recruits, inspires and motivates people to register as well as raise funds for Project Open Hand. A Team Coach distributes materials to all potential participants and continues to follow-up with all those who register. A Team Coach is there to answer questions the participants have. Sarah Hedayati is the Teams Coordinator who is available to answer all the Team Coaches' questions. Contact her at teams@platetoplate.org

How do I set up my Plate to Plate Team Web page?

Setting up your Plate to Plate Web page is easy! Visit www.platetoplate.org and click on "My Fundraising Page." Enter your user name and password (contact your Team Coordinator if you do not know your username or password). Once you login, you can customize your Web page, send out team recruitment e-mails, set team goals, change your password, and talk with other Team Coach's on our bulletin board! As the days go by, you can monitor the success of your team by checking fundraising statistics and obtaining donation and team recruitment reports.

Do my Team Members have to pre-register?

Yes – All team members have to be registered by August 17, 2009. After August 17, 2009 additional team members may sign up as individual participants and run/walk with the group but will not be counted as part of your Team Totals.

How do Team Members register?

You can register for Plate to Plate by going online to www.platetoplate.org to register your runner/walker.

If someone registered for Plate to Plate as an individual, can they still join our team?

Before August 17, 2009 pre-registered runner/walkers can still be part of your team. E-mail Sarah Hedayati, your Teams Coordinator at Teams@PlatetoPlate.org and provide the runner/walker's name, address, phone number and e-mail address, if available. Ask to have them added to your team.

How can I coordinate a meeting place for my team at the event?

If your team is larger than 20 by August 17, 2009, your team will qualify for a designated Team Bench where you can meet prior to the beginning of the run/walk. If your team is smaller than 20 you will want to communicate among your team members to decide on a meeting place.

You can refer to the site map in our website www.platetoplate.org

ABOUT FUNDRAISING

Are there any Incentive Awards for raising money?

- If you raise at least \$125 you will receive a commemorative Plate to Plate/Giants pin
- If you raise at least \$250 you will receive an official event mug
- If you raise at least \$500 you will receive an official commemorative major league baseball
- If you raise at least \$1000 you will receive a polar fleece jacket plus a Giants player autograph on your commemorative major league baseball
- All incentive awards are cumulative – raise \$1000 or more to receive all the above awards
- Highest Individual Fundraiser will receive the following:
 - A Giants field visit and stadium tour for you + three guests (includes four game tickets; tour and tickets for future game date TBD by Giants)
 - Acknowledgement from the pitcher's mound during a pre-game ceremony on August 30
- The Highest Fundraising Team will receive the following:
 - A unique Giants Memorabilia Item – **The Autographed Home Plate from the 8/30/09 Giants Game!**

What is the deadline to hand in funds for Incentive Awards and team totals?

The deadline to hand in funds for Incentive Awards and final Team totals is September 30, 2009.

Does everyone have to fundraise in order to participate?

Fundraising for Project Open Hand is not a requirement of registering for Plate to Plate. We strongly encourage participants to fundraise for the following reasons:

- To qualify for great Giants baseball memorabilia incentives
- To help your Team qualify for Top Team Honors and walk away with a unique Giants Memorabilia Item – The Autographed HOME PLATE from the 8/30/09 Giants Game!
- To raise money for a very worthwhile Community Non-Profit Organization

OTHERS

How can I volunteer for the event?

We need lots of people to support this event in the days and weeks leading up to the race as-Well-as the day of the event. If you know of people who would prefer to get involved in this way please have them contact info@platetoplate.org or (415) 447-2316 or log on to platetoplate.org and click on the "Donate/Volunteer" tab and sign up there.

IMPORTANT DATES TO REMEMBER

July 23 – Team Coach Orientation at AT&T Park from 6:30pm – 7:30pm
*****Exclusive entrance to AT&T park for Plate to Plate team leaders only*****
AT&T Park, 24 Willie Mays Plaza, San Francisco, CA 94107

July 27 – Team Coach Orientation at Sports Basement from 6:30pm – 7:30pm
*****20% off everything in the store for Plate to Plate team leaders only*****
Sports Basement, 1590 Bryant Street, San Francisco, CA 94103

July 29 – Power Fund Raising at Project Open Hand from 6:30pm – 7:30pm
Project Open Hand, 730 Polk Street, San Francisco, CA 94109

August 3 – Team Coach Orientation at AT&T Park from 6:30pm – 7:30pm
*****Exclusive entrance to AT&T park for Plate to Plate team leaders only*****
AT&T Park, 24 Willie Mays Plaza, San Francisco, CA 94107

August 4 – Power Fund Raising at Project Open Hand from 6:30pm – 7:30pm
Project Open Hand, 730 Polk Street, San Francisco, CA 94109

August 13 – Team Coach Orientation at Sports Basement from 6:30pm – 7:30pm
*****20% off everything in the store for Plate to Plate team leaders only*****
Sports Basement, 1590 Bryant Street, San Francisco, CA 94103

August 17 – LAST DAY TO RECRUIT TEAM MEMBERS FOR YOUR TEAM BENCH

August 30 – Plate to Plate

September 30 – All fund raising commitments and matching program dollars to be turned into Project Open Hand

If you have any questions contact Sarah Hedayati, Teams Coordinator at teams@platetoplate.org

Recruiting – Creating Your All-star Team

- **Reach out to Everyone!** - If your company allows you to – attach a Plate to Plate Information flyer with the registration website and stamped with your Team Name and Number onto employees' paychecks
- **Reach Out to the Giants Fans** – Make sure potential players know that they are signing up for a fun filled day that includes a ticket to see the Giants play!
- **Create an awareness campaign**-Put a sign-up sheet with event particulars in employee public spaces such as break rooms and cafeteria's.
- **Spread the Word** - If your company allows – make use of a company voicemail or email system to get the word out about the Plate to Plate event among employees. Perhaps you can get a company executive to champion the cause and do the voicemail recording or send the e-mail from their desk to make the message more powerful!
- **Grow the Organization** - Recruit an assistant coach and set up a "Plate to Plate" committee. The more you involve your team players the better the outcome you can achieve! This will really help with Team Fundraising, Training, T-shirts and organization of your group.
- **Use Food as a Recruiting Tool** – Have a social gathering at your company/organization and locate flyers and sign-up sheets throughout the room to encourage people to sign up for the event.
- **Go for the Numbers!** - For companies with large employee cafeterias- set up signs and laptops where employees can register online during lunch.
- **Motivate, Motivate, Motivate...** - Give your team players an incentive to sign up, raise money and run/walk. Team T-shirts are a perfect example of a prized commodity that is an excellent recruitment tool.
- **Get Upper Management's Support** – Ask your company to purchase team apparel or sponsor the individual team players.
- **E-mail, E-mail, E-mail...** - E-mail is a great way to recruit your team players. Broadcast the e-mail far and wide. Send frequent e-mail updates on the team's recruitment and fundraising progress.
- **Personalize Your E-mail** - Change your auto signature file in your e-mail to reflect that you are involved in the event. This should result in people asking what your e-mail signature is all about and give you the opportunity to recruit them!
- **Make it a Competition** – Set up competitions between different departments within the same company to see which department can recruit the most players within a certain period of time. This competitive approach can also work between different types of companies (i.e. Law Firms, Accounting Firms, Real Estate Firms, etc...)
- **Paint the Event Logo at your office** – If you have a glass wall or window that your company will allow to be painted – contact Sarah Hedayati, Teams Coordinator at teams@platetoplate.org to arrange for a painter to advertise the event with a painted logo!

Fundraising – The Home Run Ticket

- **First Things First** – Get your fundraising campaign off to a strong start by setting up your Fundraising Web Page! This is the most effective way to **hit your fundraising goal out of the park**. Remember people want to give to a good cause!
- **Set up a Target Fundraising Goal** – Having a concrete number helps motivate people. Remember to set a stretch goal as well.
- **Tell it from the Heart** - Make sure to share your reasons for participating in the run/walk with others. Telling people your story is more powerful than just asking for a donation.
- **The Competitive Edge** - To promote a competitive spirit within your team – send out weekly e-mail fundraising updates listing everyone's fundraising totals from highest to lowest. Also send out celebratory e-mails highlighting specific fundraising goals (i.e. \$125, \$250, \$500, \$1000, etc...) made by individual team members.
- **Get the Word Out There** - Create as **BIG** a database as you can to ask for support for your fundraising. People can't donate if they don't know you are running/walking. Talk about Plate to Plate with everyone you come in contact with!
- **Raising Money on the Job** –
 - Include Plate to Plate information as part of your auto signature file in your e-mail. Also include a link to your webpage as well. This will result in a great reminder to the recipient to sponsor you!
 - Go after people's sweet tooth by setting up an honor snack bar with delicious sweets at the office and charge \$1.00 per item.
 - Set up a loose change jar at the office and ask everyone to donate their change to wards your goal.
 - Buy a dozen or two dozen roses, daffodils, tulips, etc... and display them in a vase on your desk. Sell each flower individually to support your fundraising efforts.
- **Inventive Fundraising Ideas** –
 - Host a Bake Sale at your office, your community organization or in your neighborhood
 - Host a Car Wash to raise money
 - Host a garage, yard or sidewalk sale and make sure that everyone knows where all the proceeds are going.
 - Host a benefit concert – if you know a garage band, DJ, jazz ensemble or string quartet, ask them if they will do a benefit concert in honor of Plate to Plate.
 - Use special occasion parties and events (i.e. Summer Solstice, Gay Pride, The Fourth of July, Bastille Day) to seek out new potential fundraising sponsors for yourself.

Sample E-Mail/Memo

To: All Staff

From: [TEAM LEADER NAME]

[TEAM LEADER PHONE/EXT. NUMBER]

Date: July 22, 2009

RE: [COMPANY/ORGANIZATION] team is participating in the Project Open Hand/Giants *Plate to Plate* 5K Run/Walk

For the past 24 years, people in the Bay Area have come together around the vision of one woman who believed it was possible – it was necessary – to reach out to neighbors fighting critical illness with daily meals and compassion. In October of 1985, Ruth Brinker prepared and delivered the first meals to people homebound with AIDS. This year, Project Open Hand will deliver its 14 millionth meal.

Perhaps that 14 millionth meal will be given to a woman weakened by the chemotherapy treatments she's taking to treat her breast cancer. Or to a man living in a single room occupancy hotel fighting the effects of HIV/AIDS and the strong medications he has to take every day. Or maybe this meal will be one of 100 hot, nourishing lunches that will be provided to seniors at the North of Market Senior Center in the Tenderloin.

This year, [COMPANY/ORGANIZATION] has decided to form a team and raise money for the third annual Project Open Hand/SF Giants 5K Run/Walk to help those in our community who are in need of the invaluable meal & nutritional services Project Open Hand provides.

Plate to Plate is a 5K Run/Walk that will directly benefit Project Open Hand's crucial mission of providing meals with love to those in need. The 5K (3.1Mile) route winds along the Embarcadero beginning and ending right behind AT&T Park. **Every participant** will have the unique opportunity **to run/walk over home plate at Giants stadium** as you make your way to the finish line! After, we'll get to enjoy the pre-game festival with live music, food and giveaways. Finally, we'll be able to enjoy the afternoon's baseball game (vs. the Colorado Rockies). **All of this is included with your registration fee.**

Our team has set a goal of [**\$ FUNDRAISING GOAL**]. We can easily reach that goal if [**TEAM RECRUITMENT GOAL**] register and they each raise [**\$ AMOUNT**]! [**INSERT MATCHING GIFT LANGUAGE**]. Join our team using the attached Registration Card, or contact me and I can take care of registering you. You may also visit our team Web page at www.platetoplate.org. Simply click "Register Today," "Join a Team," and then select our team from the pull-down menu.

Help [COMPANY/ORGANIZATION] demonstrate our commitment to providing meals with love to those in need. **Come spend a day at the ballpark with us!**

Matching Gift Program

What is a Matching Gift Program?

- A matching gift is a donation made by a corporation or foundation on behalf of an individual employee
- The donation matches the contribution made by that employee to a nonprofit organization

Matching Gift Programs are Important!

- Matching gifts are an increasingly vital resource for many nonprofit organizations because of their ability to double, triple or even quadruple an individual's contribution
- Very often matching gift programs are an introduction for a nonprofit organization to the corporate giving philosophy of a company

Matching Gift Programs Benefit Your Company!

- Community Involvement
 - Provide an opportunity for companies to acknowledge causes and organizations of interest to their employees
 - Provides a way for a company to give back to their community
 - Encourage a company's employees to give and thus expand the base of contributions to a nonprofit
- Public Relations
 - Provide an effective way for companies to demonstrate their commitment to the philanthropy of their employees' choice
 - Promotes a positive corporate identity to the community
- Employee Relations
 - Very often a matching gift program is seen by the employees as a gesture of appreciation from the company for their support of nonprofit organizations in the community
 - By respecting and reinforcing the nonprofit interests of its employees, a company can promote and improve relations at all levels of the company
- Broad-Based/Flexible Giving
 - Matching gift programs are structured to reflect the interests and motivations of employees and the company's identification with corporate philanthropy
 - Companies can create or alter matching gift programs to meet a variety of objectives
 - They can encourage larger gifts by designating a minimum donation
 - They can encourage continued giving by the employee

Utilize Matching Gift Programs!

Research Your Employer's Matching Gift Policies

- Contact your company's Human Resources department to find out what your company's policy is regarding matching gifts
- If your company does not have a matching gift program seek out other companies programs by asking friends and family members who work for these companies to sponsor you
- NOTE: Many companies process their matching gifts online – Ask your team members to print out any company confirmations or e-mails they receive for their match and turn them in with their contributions

Read Each Matching Gift Form Thoroughly

- Most matching gift forms are divided into two sections
- The first section is completed by the donor/sponsor
- The second section is completed by the nonprofit receiving the gift
- NOTE: Some companies require that a photocopy of the donor/sponsor's check accompany the matching gift form. Make sure all required documentation is attached when the matching gift form is turned in

Be Prepared And Make It Easy

- Keep a supply of matching gift forms available
- Make it easy for sponsors/donors to complete the form at the same time they make the contribution

Tell Your Sponsors/Donors What To Do

- Promote your companies matching gift program
- Explain how it works:
 - One to one, one to two, one to three, etc...
 - Is there a minimum contribution
- Offer help filling out the necessary forms required

Companies with Matching Gift Programs

3Com Corporation
3M Corporation
Abbott Laboratories
Adaptec, Inc.
Adobe Systems, Inc.
Advanced Fibre Communications
Aetna Foundation
Air Products & Chemicals, Inc.
Alexander & Baldwin
ALZA Corporation
AMD - Advanced Micro Devices
American Express Corporation
American International Group, Inc.
Aon Corporation
Argonaut Group, Inc.
Aspect Global Giving Program
AT&T
Autodesk, Inc.
Automatic Data Processing, Inc.
Avaya Communication
Bank of America
Barclays Global Investors
Baxter International
Becton Dickinson & Company
Birkenstock Footprint Sandals, Inc.
Blue Shield of California
BP Foundation
Brobeck Charitable Foundation
Sophie & Arthur Brody Foundation
Cadence Design System, Inc.
California HealthCare
California Wellness
Calpine Corporation
Capital Group Companies
Carnegie Foundation
Caterpillar Corporation
ChevronTexaco
Chubb & Son, Inc.
Cingular Wireless
Citigroup

CMP Media, Inc.
CNA Insurance Company
Compton Foundation, Inc.
Computer Associates Int'l, Inc.
S. H. Cowell Foundation
Del Monte Foods
Deutsche Bank
Diageo North America
Duty Free Shoppers Group Ltd.
eBay
Electronic Arts, Inc.
Emerson Electric Company
Esurance Inc.
ExxonMobil
Fair, Isaac & Company, Inc.
Federated Department Stores, Inc.
First Data Corporation
C.B. Fleet
FleetBoston Financial
Flora Family Foundation Franklin Templeton
Fremont Group.
Gap
Gartner, Inc.
Genentech, Inc.
General Mills
General Re Corporation
GlaxoSmithKline
Grainger, Inc.
GreenPoint Foundation
Guidant, Inc.
Evelyn and Walter Haas, Jr. Fund
Hancock Financial Services, Inc.
Harcourt Education
William & Flora Hewlett Foundation
Home Depot
Household International IBM Corporation
ITW - Illinois Tool Works
International Data Group, Inc
Intuit
James Irvine Foundation

Johnson & Johnson
Johnson Controls
Juniper Networks
K/P Corporation
Henry J. Kaiser Family Foundation
Kochis Fitz
Lam Research Corporation
Levi Strauss
Libbey Inc.
LVMH (eLuxury, Sephora, DFS)
Macromedia
Marin Community Foundation
McGraw-Hill Companies, Inc.
Mellon Bank Corporation
Merck Company
Merrill Lynch & Co. Inc.
Microsoft Corporation
Millipore
Monsanto Fund
Moody's Corporation
Gordon & Betty Moore Foundation
Morgan Chase
Morrison & Foerster
National Semiconductor Corp.
Nokia
NORCAL Mutual Insurance
Northern Trust Company
Novartis US
Oracle Corporation
David & Lucille Packard Foundation
Peninsula Community Foundation
PBG - PepsiCo
Pfizer
Providian Financial
Prudential

Quaker Oats
Qualcomm Inc.
Rockefeller Foundation
Rosendin Electric, Inc.
SAP
SBC
Schwab Corporation
Sephora
Sony Electronics Inc.
SPX Corporation
Starbucks
Steelcase Foundation
Stuart Foundation
Sun Microsystems
Susquehanna Partners, G. P.
Symantec Corporation
Synopsis
Tenet Healthcare
Temple-Inland
Tyco
Unilever United States, Inc.
Union Pacific Railroad
United Technologies Corporation
UPS
Veritas Software
Verizon
Washington Mutual
West Group
Willis Lease Finance Corporation
John Wiley & Sons, Inc.
XiNet
Yahoo!