



## Matching Gift/Company-Sponsored Volunteer Grant Designation Form Frequently Asked Questions

### **What is a Matching Gift/Volunteer Grant program?**

*Many companies/foundations provide a matching gift/grant to registered 501(c)(3) nonprofit organizations when their employee makes a cash donation and/or volunteers their time to the nonprofit organization. The amount of the donation for volunteer time may be a predetermined amount or match the value of the employee's contributed time based on his/her hourly rate of pay.*

### **What happens to the money when it is received by Girl Scouts of Southeast Florida?**

*GSSEF allows the employee on whose behalf the matching gift/grant was made to determine where the money should be allocated. They can choose to donate it to GSSEF and help provide quality programs to more than 10,500 girls in our Council jurisdiction or donate it to a specific Service Unit or Troop.*

### **What is the process for requesting payment?**

*GSSEF has instituted a new processing system/policy. Applicants need to:*

- 1. Complete the company's application process.*
- 2. Complete the Matching Gift/Company-Sponsored Volunteer Grant Designation Form (Form) on reverse side and send it to: Lauren Mathers, Girl Scouts of Southeast Florida, 6944 Lake Worth Rd., Lake Worth, FL 33467.*

*This will ensure that GSSEF will have your information on file and be able to process the payment. Please note: any payment that is received for which there is no Form on file or received within thirty (30) days of the payment receipt date will be treated as a gift to the council. To ensure a prompt payment, GSSEF suggests that you submit the Form at the same time you submit the request to your employer.\**

### **Why do I need to fill out the Form?**

*When money comes in from a company/foundation matching program, there is often no way to determine the volunteer's intent and identify where the money should be directed.*

### **Do I need to submit a new Form every time?**

*Yes! Each and every time you apply for a Matching Gift and/or Volunteer Grant through your employer, you need to submit the Form to GSSEF. The Form can be found in the Volunteer Vault on the GSSEF website.*

### **Girl Scouts of Southeast Florida Designation Policy**

*Any payment that is received for which there is no GSSEF Form on file, or received within thirty (30) days of the payment receipt date, will be treated as an unrestricted gift to the Council.*

### **I have more questions about this program – who do I contact?**

*Please contact Lauren Mathers, Fund Development – Administrative Assistant, at (561) 815-1797 or [lmathers@gssef.org](mailto:lmathers@gssef.org)*



**Matching Gift/Company-Sponsored Volunteer Grant Designation Form  
Applicant Information:**

Name: \_\_\_\_\_  
*(person applying for grant)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payer Information:**

Company/Organization Name: \_\_\_\_\_  
*(company from whom the check is coming)*

Payment Amount: \_\_\_\_\_ Date Submitted to Company/Organization: \_\_\_\_\_

**Payment Information:** *(where the money should be directed)*

*\*GSSEF will assume the gift is to be directed to GSSEF, unless otherwise specified)*

\_\_\_\_\_ Please direct to GSSEF

\_\_\_\_\_ Please direct to a specific Service Unit or Troop

Troop #: \_\_\_\_\_ or Service Unit \_\_\_\_\_

Name: \_\_\_\_\_

Troop Leader Name: \_\_\_\_\_

Troop Leader Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Do you wish to be notified once GSSEF has received and processed your payment:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Please send completed paperwork to:**

Girl Scouts of Southeast Florida  
Attn: Lauren Mathers  
6944 Lake Worth Rd.  
Lake Worth, FL 33467  
Phone: (561) 815-1797  
Fax: (561) 427-0187  
Email: [lmathers@gssef.org](mailto:lmathers@gssef.org)

*\* Any payment that is received for which there is no GSSEF Form on file, or received within thirty (30) days of the payment receipt date, will be treated as a gift to the Council.*

*Please Note: This reimbursement service is currently provided to all registered Troops/SUs at no cost. All administrative costs associated with this service will be absorbed by the Girl Scouts of Southeast Florida Council. This is subject to change.*