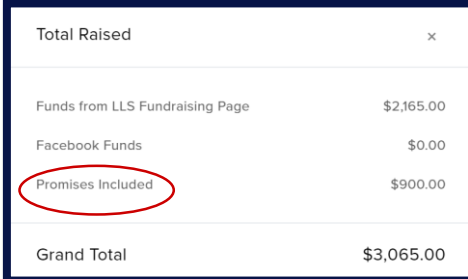


How do I submit a matching gift?

1. Enter your company name when making donation online and follow the instructions to submit OR send documentation to matchinggifts@lls.org, with the appropriate documentation a promise will be created on your fundraising page. Be sure to include the following: Donor Name, Donation Date, Donation Amount, Matching Company, Matched Amount and Documentation (verification e-mail, proof of submission, approval).
2. The match will be credited to your fundraising page as soon as we receive documentation that it has been submitted. This means you don't have to wait until we receive the funds for them to be added to your fundraising total.

How can I see how many matching gifts I've received?

1. Log in to your account at Fundraise.lls.org.
2. Click "My Donations."
3. Under Total Raised, select "View totals by category."
4. Matching gifts will appear as "Promises Included"



Total Raised	x
Funds from LLS Fundraising Page	\$2,165.00
Facebook Funds	\$0.00
Promises Included	\$900.00
Grand Total	\$3,065.00

You will not see individual matching gifts on your list of donors on your fundraising page, but they will roll up into your fundraising total. If participants want to see which specific donors have submitted for matching gifts, they should contact their LLS staff partner for an up to date list.

How do I know LLS has received the matching gift funds?

Don't worry our matching gifts team is on it! As long as we have your promise entered, rest assured we will receive the funds according to your company's matching gifts payment cycle. Since the match is already allocated to your fundraising total, there is no further action needed on your part.

What about incentives and fundraising milestones?

All incentives will be based off the total displayed on your fundraising page, this includes all matching gift promises.

