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| **Matching Gifts Program** |  |

Donation matching is a corporate giving initiative in which an employer matches their employee's contribution to a specific cause, increasing the gift. For example, if an employee donates $50 to Friends of Lesotho Inc. (FOL), the matching gift would be an additional donation of $50. Instead of receiving a one-time $50 donation from an employee, Friends of Lesotho Inc. receives $100, thanks to the employee who applied for matching funds.



**Take Advantage of Your Employee Match**

Employee match programs require a small amount of effort to engage, but the work will pay off for Friends of Lesotho Inc. Here are the steps to take to take advantage of your employee match.



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| **Step 1: Individual donates to FOL** | If you would like to make a donation, simply mail your donation to Friends of Lesotho,. 115 Monteray Avenue, Oakwood, OH 45419. Checks should be made out to "Friends of Lesotho Inc." If you prefer to send donations online, go to <https://www.friendsoflesotho.org/donate> and fill in the needed information.Request a receipt from FOL to verify details of your donation if one has not automatically been sent to you.  |
| **Step 2: Individual checks eligibility for a company gift match** | **Some companies have a preferred list of charities they partner with, while others match gifts to any charity an employee may support. The match likely has an annual limit. If you don’t know how your company’s match programs works, contact your Human Resources department today!** |
| **Step 3: Individual submits a request for a gift match** | **Dot the i’s and cross the t’s. Typically, companies only need a receipt as proof of contribution and a single form requesting that they match the donation. Provide these (any other required documentation) promptly to the appropriate personnel at your company, likely the Human Resources department or Corporate Social Responsibility (CSR) team.** |
| **Step 4: Company reviews the match request** | **Confirm that the match was made. Send the mailing address of the company so that the Donations Committee can mail a thank you to the employer and acknowledge the matching gift in FOL’s Annual Report.**  |
| **Step 5: Company matches the donation** | **The company may send a check to Friends of Lesotho Inc, use the donations link on our website, or prefer to wire the money to our bank account. If the latter, contact Meghan White, President of FOL,** White.Meghan0@gmail.com **for the routing number to give your employer.**  |

**Non-Profit Status**

Donations are tax deductible to the extent allowed by law, and acknowledgement for IRS purposes will automatically be made for amounts over $250, or for any amount upon request. Whether you are donating $5 or $5,000 or anything in between and can apply for an employer matching gift, do request a receipt that will be needed to verify your contribution.

Friends of Lesotho, Inc., is a registered 501(c)(3) organization, registered in Ohio. Information regarding non-profit organizations registered in Ohio can be found on the Ohio Attorney General website: <https://charitableregistration.ohioattorneygeneral.gov/Charities/Research-Charities.aspx>. Nonprofits in Ohio soliciting donations are subject to Title 17: Corporations - Partnerships Chapter 1716.

A copy of the current financial statement of Friends of Lesotho, Inc. is available in our quarterly newsletters or by contacting FOL <https://www.friendsoflesotho.org/generalcontact> or writing to Friends of Lesotho, Inc.

**Contact Us**

Contact us with any questions either by writing to FOL or using our online email link.

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| cid:image002.gif@01CA3879.82F038E0 | Friends of Lesotho, Inc.115 Monteray AvenueOakwood, OH 45419 |

<https://www.friendsoflesotho.org/generalcontact>

*Don’t leave money for social good on the table! Thank you for taking advantage of your employer match program this year and every year.*