

CORPORATE MATCH GUIDELINES

The Corporate Match Program matches those funds raised by EMC employees who are participating in fundraising efforts (i.e., walk-a-thons, marathons, golf matches, etc.) We match \$1 for \$1 up to \$250 per calendar year. For a non-profit organization. The organization must be free of political and religious affiliation.

EMC also matches EMC employee volunteer hours - \$1 per 1 hour volunteered up to \$250 per calendar year.

EMC will match an employees volunteer hours \$1 per hour to \$250 per calendar year. A letter from the actual qualifying charity affiliate would have to be attached to the form stating: "J. Doe has volunteered 50 hours from January through May of 20--." EMC would then match the volunteer hours \$1.00 per hour.

Your corporate match request is valid no later than 3 months from the event date.

Employees must fill out entire form, provide a copy of the pledge sheet, and provide copies of checks totaling the amount they want matched to Brenda McClellan – MS F213 WEBO.

If EMC is a corporate sponsor, the corporate match request is not valid.

**On rare occasions, the EMC AP dept. may not have a vendor code on file, for the non-profit organization that you represent. If this is the case, you will be asked to have the non-profit organization you represent complete a W-9 form. For your convenience we have this form available for your use.