

LAIKA EMPLOYEE MATCHING GIFT FORM

Instructions to Employee

1. Complete Section A of this form. Please use a separate form for each charitable organization.
2. Attach a confirmation of your gift from the organization on a *separate* piece of paper.
3. Send the form to Jennifer Knutson at Pettygrove.
4. LAIKA will match your gift up to \$100 per calendar year. Gifts are matched on a quarterly basis. You will be notified via email once your gift has been matched.
5. For more information, contact Jennifer Knutson at jknutson@laika.com.

Section A (to be completed by employee) and yes :: please print clearly

Employee Name	Employee Location (circle one) Pettygrove Conway Bennett
Employee email address	Employee favorite color (optional)
Name of the organization receiving my donation	Amount of gift (minimum \$10)
I have verified this organization is IRS compliant. http://www.guidestar.org YES is the only right answer	Room to doodle
Employee Signature	Date

Section B (to be completed by accounting)

Date received	Mood for the day (circle one) happy fine sad	Nonprofit is eligible for match
Check request to A/P	Amount matched ytd for employee	Employed at date of contribution