

Tesoro Guidelines 4/2015

Matching Gifts Info.

We have one matching gift program for 2 – 4 year institutions. The minimum donation is \$50 and max is \$5,000 per employee per calendar year. Tesoro will match 1:1. Receipts and acknowledgement letters are required at time of matching request. Pledges will not be match, our employee would have had to already made a contribution. We will NOT match gifts made to athletic programs or alumni associations. All requests must be made within 90 days of original receipt. All full time employees are eligible. We will distribute matching gifts quarterly.

The second program is for most other non-profits and K-12 schools. The minimum donation is \$50 and max is \$1,500 per employee per calendar year. Tesoro will match 1:1 and receipts are required at the time of matching gift request. Pledges will not be matched. All requests must be made within 90 days of original receipt. All full time employees are eligible. We will distribute matching gifts quarterly.

Dollars for Doers Program

Full time employees can apply for one volunteer grant per calendar year. All volunteer hours must be completed outside of working hours. Employees must volunteer 30-50 hours to submit request and grants will be paid at \$10 per hour. All requests must be processed through our online system.

Fax # (210) 745-4551

We no longer have a company form available, all request must be made through our online system, which only employees have access to. Donations from Donor Advised Funds will NOT be matched.

I hope I've addressed all information needed. If there is any information missing please let me know.

Thanks,

Jessica R. Vidal
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Tesoro
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