

# The Washington Post Company Matching Gifts Program

## What Is the Matching Gifts Program?

The Washington Post Company matches its employees' charitable donations as a meaningful way of thanking employees for contributing to nonprofit organizations.

## How It Works

Send a gift to a qualifying nonprofit [501(c)(3)] organization along with your matching gift form. Have the organization send the form to us, and your gift will be matched.

- One-to-one match of any amount from \$25 to \$2,000 total per calendar year for each eligible employee.
- Double match to educational institutions and organizations where the employee is an active volunteer (*i.e.*, board member, volunteer worker).

## Who Can Participate

- Full-time employees with one year of service
- The company's Board of Directors

## Eligible Organizations

- Tax-exempt charitable organizations located in the United States and its territories [defined as Section 501(c)(3) public charities by the IRS].
- Accredited two- and four-year colleges, universities, graduate and professional schools, engineering and technical schools, nursery schools and day care centers that provide an educational curriculum, public and private secondary and elementary schools.

## Eligible Ways to Give

All gifts must be from personal funds.

- Check
- Credit card
- Securities

## Ineligible Gifts

- Religious institutions (or programs where the primary purpose is to promote religion), unless the specific program is nondenominational (*i.e.*, soup kitchen, homeless shelter)
- Political action or lobbying organizations
- Federated campaigns (*i.e.*, United Way)
- Pooled contributions
- Labor organizations
- Membership dues, tuition payments and subscription fees
- Private foundations
- Fraternal organizations

## Follow These Steps

- Fill out Part A of the application form. Please provide all the information requested.
- Send the entire original application to the recipient organization, which will complete Part B and send the entire form to the company's Corporate Affairs department.
- The company will send a matching gift check to the nonprofit organization. You will receive a copy of the completed form as confirmation that your gift has been matched.

Matching gifts are processed throughout the year. Fully completed forms must be received by **November 30** by the Corporate Affairs Coordinator to be included in a calendar year. **Please send your contributions early.**

All correspondence relating to matching gifts should be addressed to:

Anika Harden  
The Washington Post Company  
1150 15<sup>th</sup> Street, NW  
8th Floor Corporate  
Washington, DC 20071  
hardena@washpost.com  
202.334.6632

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## Part **TO BE COMPLETED BY EMPLOYEE**

**A** *Part A is to be completed by employee. Please forward the original form to the recipient organization along with your gift.*

Only personal funds will be matched.

I authorize the recipient organization to report this gift to The Washington Post Company to obtain a matching contribution.

\_\_\_\_\_  
**Signature (required)**

A copy of the completed form will be mailed to you as notification that your gift has been matched.

*Please print clearly or type:*

Enclosed is my contribution of \$\_\_\_\_\_ (\$25 minimum) Date of gift \_\_\_\_\_

Check  Credit card  Securities

Recipient organization \_\_\_\_\_

Gift restriction or purpose \_\_\_\_\_

Name of employee \_\_\_\_\_

Date employed \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

Employee mailing address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Job title \_\_\_\_\_

Employed at \_\_\_\_\_ Location \_\_\_\_\_

Double match requested:  Educational institution  Active volunteer

Please describe volunteer service: \_\_\_\_\_

## Part **TO BE COMPLETED BY RECIPIENT ORGANIZATION**

**B** *Recipient organization completes Part B. Please forward the entire original form for processing to:*

**Anika Harden**  
**The Washington Post Company**  
**1150 15<sup>th</sup> Street, NW**  
**8th Floor Corporate**  
**Washington, DC 20071**

**\*You must include a copy of your 501(c)(3) determination letter.**

A copy of the completed form will be returned to recipient organization with the matching gift check.

I certify that a contribution of \$\_\_\_\_\_ was received from (donor name) \_\_\_\_\_ on (date) \_\_\_\_\_.

\*This organization is tax-exempt by the IRS [501(c)(3)]. This charitable contribution is tax deductible [under section 170].

This matching gift will not be used for religious, political action or lobbying activities.

No goods or services were provided as a result of this gift.

Authorized signature \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

Part

**C**

*The Washington Post Company – Internal Use Only*

Applicant is an employee and meets program requirements. Verified by \_\_\_\_\_ Date \_\_\_\_\_

**Match amount:**

Accounting Department: Please issue a matching gift check in the amount of \$ \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

**Matching check mailed:** Date \_\_\_\_\_ By \_\_\_\_\_