

# Matching Gifts Program REQUEST FORM

## TELL US ABOUT YOURSELF:

Associate Name: \_\_\_\_\_

Store Number/Location : \_\_\_\_\_

ID Number: \_\_\_\_\_

ascena/Brand: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Associate Email Address: \_\_\_\_\_

## PLEASE INDICATE THE FOLLOWING:

Time Volunteered: \_\_\_\_ : \_\_\_\_ (HH:MM) Amount Requested: \$ \_\_\_\_\_

To apply for a donation for volunteer time, you must submit a verified letter from the organization confirming time volunteered. Your time will be matched at \$10.00 per hour, up to 20 hours per fiscal year.

## MONETARY CONTRIBUTION:

Amount Requested: \$ \_\_\_\_\_

To apply for a monetary donation match, you must submit receipt of your donation to the organization stating the dollar amount donated, the organization's W9 Form, and 501(c)(3) forms. The minimum qualifying donation is \$25. The maximum match is \$500 per fiscal year.

If you already received \$200 in donations for your volunteer time, your monetary contributions will be matched up to \$300.

## NAME AND ADDRESS OF ORGANIZATION WHERE CHECK WILL BE SENT (REQUIRED):

Organization Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization's EIN number (REQUIRED): \_\_\_\_\_

I have verified that this organization is a qualifying 501(c)(3) charitable organization and that the organization is in line with ascena's anti-discrimination policy stated below.

There are no reimbursements. Checks cannot be made payable to an individual, only a 501(c)(3) nonprofit organization or charity.

ATTACHMENTS: All requests must have the required 3 attachments: receipt of donation, organization's W9 form and organization's 501(c)(3) form. If any information or attachments are missing from this form, it will not be processed.

If you are requesting a Matching Gift for your volunteer time, **you must complete the Volunteer Letter** to finalize your request.

Matching gifts are sent on a quarterly basis to eligible organizations.

ascena is committed to philanthropic giving (financial or in-kind) to organizations that do not discriminate on the basis of race, color, age, sex, sexual orientation, gender identity or expression, genetic information, religion, marital status, national origin, ancestry, citizenship or alien status, veteran status, physical or mental disability, or any other classification or characteristic protected by federal, state, or local law. It is our policy in all philanthropic efforts to evaluate and ensure that no recipient organizations have any policy of discrimination, written or otherwise. All recipient organizations to which we give are expected to follow these principles in their philanthropic efforts.