

patagonia[®]

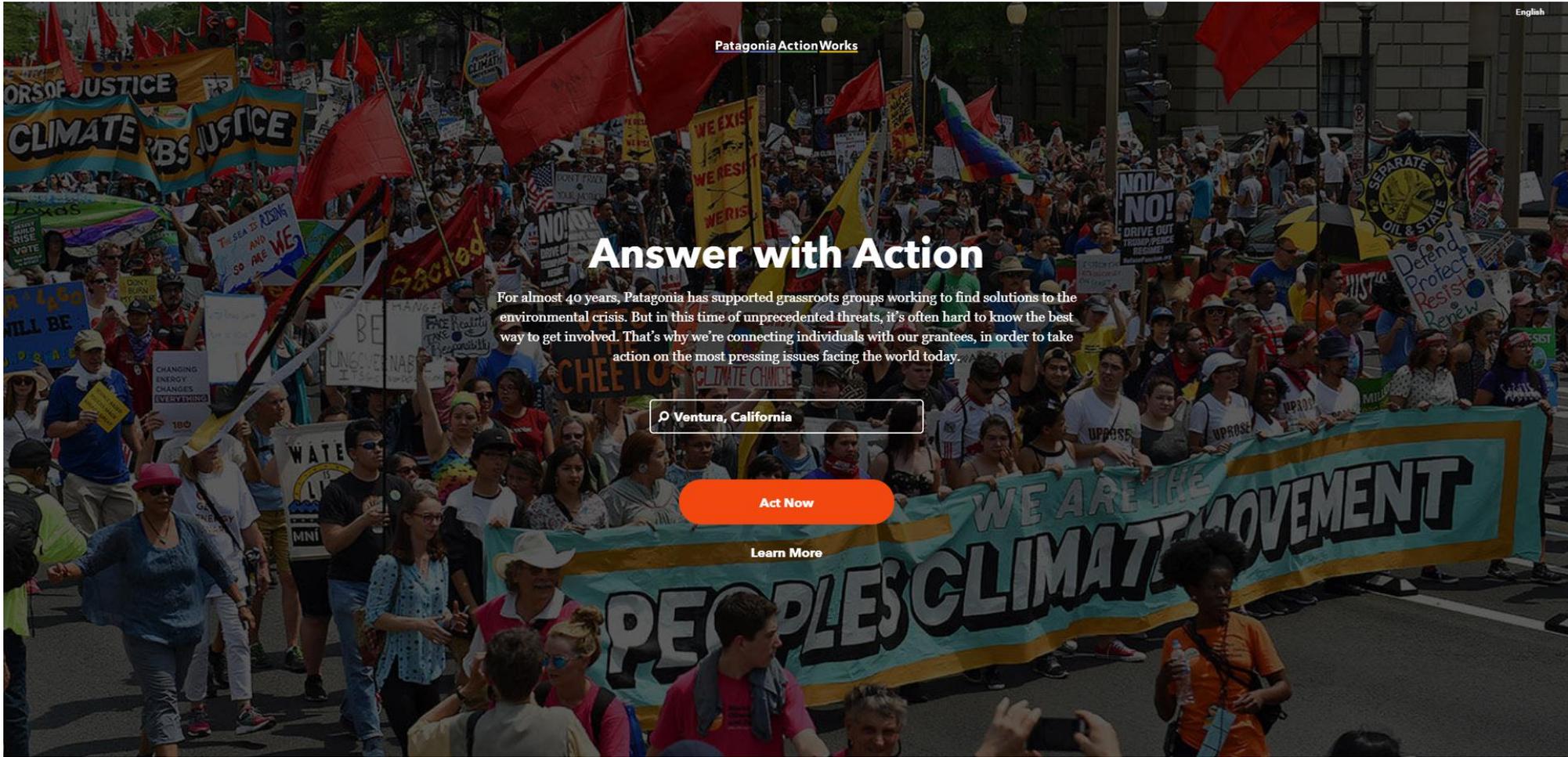
Employee Charity Match Program Guide

A few reminders about the Employee Match Program...

- Only regular and fixed-term employees are eligible for the Employee Match Program. Unfortunately, seasonal employees without a Patagonia e-mail address are not eligible for the program at this time.
- Donations must be made by a Patagonia employee. Donations made by family members or friends are not eligible for matching.
- The minimum gift eligible for matching is \$5.
- The maximum amount matched for each employee is \$10,000 each calendar year.
- Donations larger than \$2,000 must be pre-approved in order to guarantee a full Patagonia match. Please contact employee.match@patagonia.com for approval.

Now let's get back to how you can get your donation matched!

Go to the website of the organization you'd like to donate to, or go to Patagonia Action Works if you'd like to donate to a Patagonia grantee.



Make your donation.

Patagonia Patagonia Provisions Worn Wear The Cleanest Line My Account

patagonia Patagonia Action Works Sign Up About Campaigns

Donate to CAUSE

\$10\$50\$100Other

I'd like to make my donation a gift.

Next

Benefiting Group

Ventura, California

CAUSE

CAUSE works to build grassroots power to invoke social, economic and environmental justice for the people of California's Central Coast.

View Details

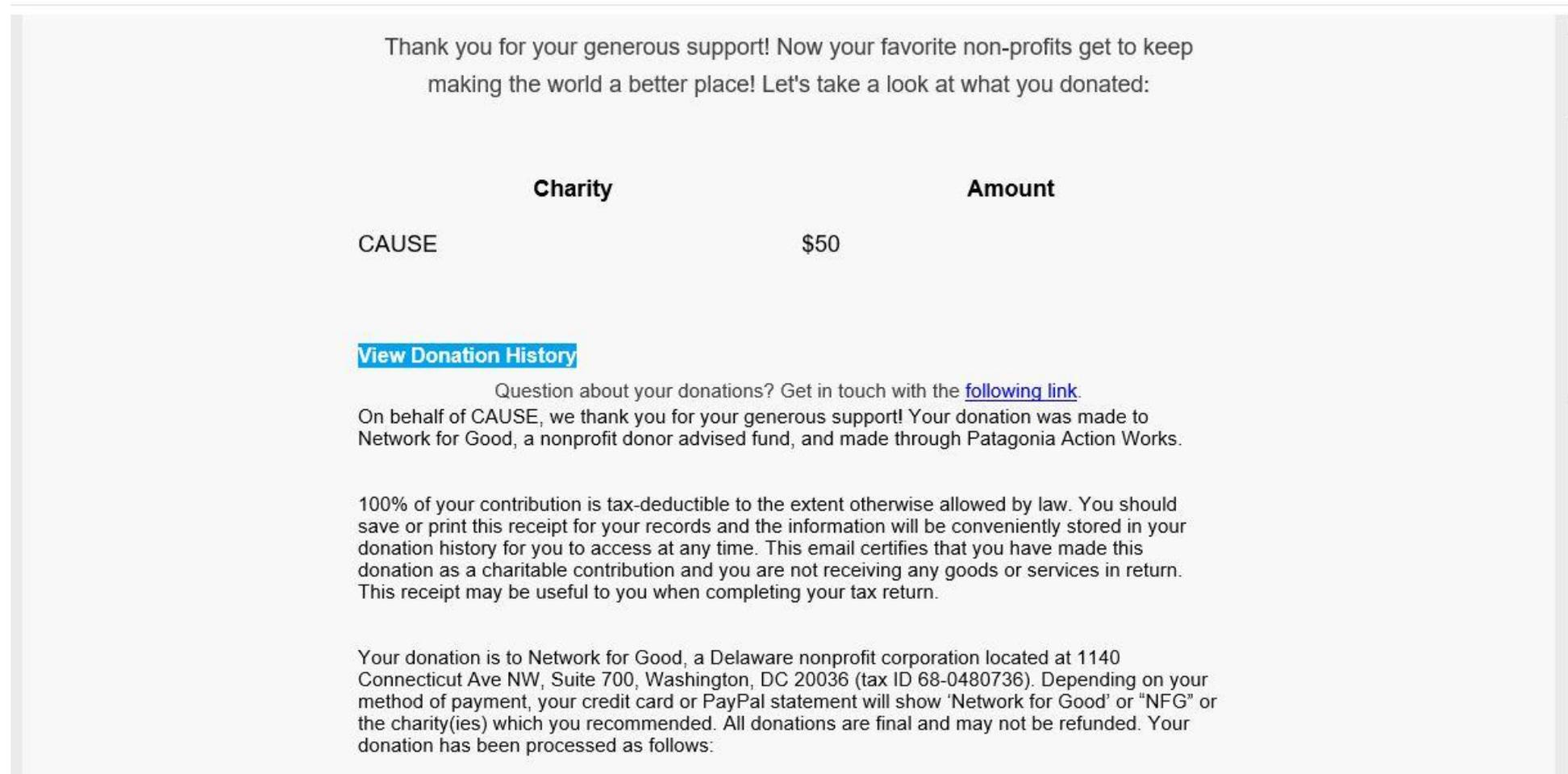
About Your Donation

Patagonia Action Works partners with Network for Good to process and distribute donations to environmental grassroots groups.

[Read Donation FAQs](#)

Powered by Network for Good.

Take a screenshot of the donation confirmation e-mail, or save it as a pdf, as you will need this for your donation match to be processed.



Once you have saved a screen shot or PDF version of your donation confirmation e-mail, go to the [Employee Charity Match Program](#) page on SharePoint.

The screenshot shows a SharePoint page titled "Employee Charity Match Program" under the "Employee Activism" category. The page includes a navigation sidebar with "Employee Activism", "Employee Charity Match Dashboard", "Recent", and "Pages". The main content area features a heading "Patagonia Employee Charity Match Program" and a sub-heading "Employee Activism". Below this, there is a section titled "If you are interested in the match opportunity to support Australian organizations helping the wildlife, communities, and environment that have been impacted by the wildfires, please make sure to take the steps below for your match request." This section contains four numbered steps: 1. Choose from the following list the organization(s) you would like to donate to: Nature Foundation South Australia's Wildlife Recovery Fund, Gippsland Emergency Relief Fund (GERF), Goongerah Environment Centre (GECO), Wildlife Victoria, Native Animal Rescue Group (NARG), and Bangalow Koalas; 2. After reviewing the program guidelines below, head to the Employee Charity Match Dashboard & Online Form; 3. Select 'New +' to submit a match request and fill out your name, the organization's name, the donation amount on the form; 4. Submit your form and expect your donation to be processed within a few months! Below the steps, there are three paragraphs of text explaining the program's purpose, how it works, and how to participate. The first paragraph states that Patagonia encourages employees to support local and national non-profit groups. The second paragraph explains that Patagonia matches charitable contributions made by employees, doubling the funds organizations receive. The third paragraph provides instructions on how to participate, including reviewing guidelines and completing the online form. To the right of the main content, there is a sidebar with three sections: "Submit a Match Request" with a link, "Search for a Patagonia Charitable Organization" with a link, and "Need More Information?" with a link and a paragraph of text. Below this, there is a "Questions?" section with a link and a paragraph of text. The bottom of the page features a section titled "Employee Charity Match Dashboard & Online Form" with a link, a paragraph of text, and a "Please note" section. Finally, there is a section titled "Patagonia Charitable Organizations" with a link and a paragraph of text.

SharePoint

patagonia Employee Activism EDIT LINKS

Employee Activism

Employee Charity Match Dashboard

Recent

Pages

EDIT LINKS

Employee Charity Match Program

Patagonia Employee Charity Match Program

If you are interested in the match opportunity to support Australian organizations helping the wildlife, communities, and environment that have been impacted by the wildfires, please make sure to take the steps below for your match request.

1. Choose from the following list the organization(s) you would like to donate to:
 - [Nature Foundation South Australia's Wildlife Recovery Fund](#)
 - [Gippsland Emergency Relief Fund \(GERF\)](#)
 - [Goongerah Environment Centre \(GECO\)](#)
 - [Wildlife Victoria](#)
 - [Native Animal Rescue Group \(NARG\)](#)
 - [Bangalow Koalas](#)
2. After reviewing the program guidelines below, head to the [Employee Charity Match Dashboard & Online Form](#).
3. Select 'New +' to submit a match request and fill out your name, the organization's name, the donation amount on the form.
4. Submit your form and expect your donation to be processed within a few months!

Patagonia encourages employees to support local and national non-profit groups in a variety of ways – through monetary contributions, volunteerism, and activism. The Employee Charity Match Program was specifically created to encourage employees to make monetary donations to both Patagonia grantees and non-profit groups aligned with employees' interests.

Through the Employee Charity Match Program, Patagonia matches charitable contributions made by employees, **doubling** the funds organizations receive in your name! These organizations, ranging from environmental groups to homeless shelters to public radio stations, are chosen by the employees who make contributions. The Employee Charity Match Program is our way of doubling down on support for the organizations our employees care about most deeply.

If you would like to participate in this program, please review the program guidelines and complete the online [Employee Charity Match Form](#). If you are interested in making a charitable donation but do not yet have an organization in mind, feel free to review the [Patagonia Charitable Organizations](#) list for ideas of social and environmental organizations we've donated to in the past.

[Employee Charity Match Dashboard & Online Form](#)

View your submitted and matched donations, enter a new charitable match request, and get a new organization approved for the Employee Charity Match Program. To record a one-time donation or request a payroll donation, click on 'New +' at the top of your donations dashboard. The new online [Employee Charity Match Form](#) will appear, and you will be prompted to submit the necessary information for a new Employee Charity Match request.

Please note that all items in the Employee Charity Match Form must be complete for your donation to be approved for Patagonia match. This includes attaching proof of donation for one-time match donations and confirming that new organizations have active 501c3 status and meet Patagonia Employee Charity Match Guidelines. We encourage you to fill out the form in its entirety the first time to avoid any delay in groups receiving your matched funds. Thank you!

[Patagonia Charitable Organizations](#)

Check out all the organizations currently eligible for the Employee Match Program. If you do not see your organization listed here, you can use the Employee Charity Match Form to submit a request for a new organization.

[Submit a Match Request](#)

[Search for a Patagonia Charitable Organization](#)

[Need More Information?](#)
For more information on the Employee Charity Match Program, please visit [Eligibility](#) or [Participation](#), or review the complete [Employee Charity Match Program Guidelines](#).

[Questions?](#)
For questions about your donation match or additional information about the Employee Charity Match Program, please contact employee.match@patagonia.com.

After reviewing the guidelines, click on 'Employee Charity Match Dashboard & Online Form'.

SharePoint

patagonia Employee Activism EDIT LINKS

Employee Charity Match Program

Employee Activism
Employee Charity Match
Dashboard

Recent
Pages
EDIT LINKS

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[Employee Charity Match Dashboard & Online Form](#)

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Patagonia Charitable Organizations

Check out all the organizations currently eligible for the Employee Match Program. If you do not see your organization listed here, you can use the Employee Charity Match Form to submit a request for a new organization.

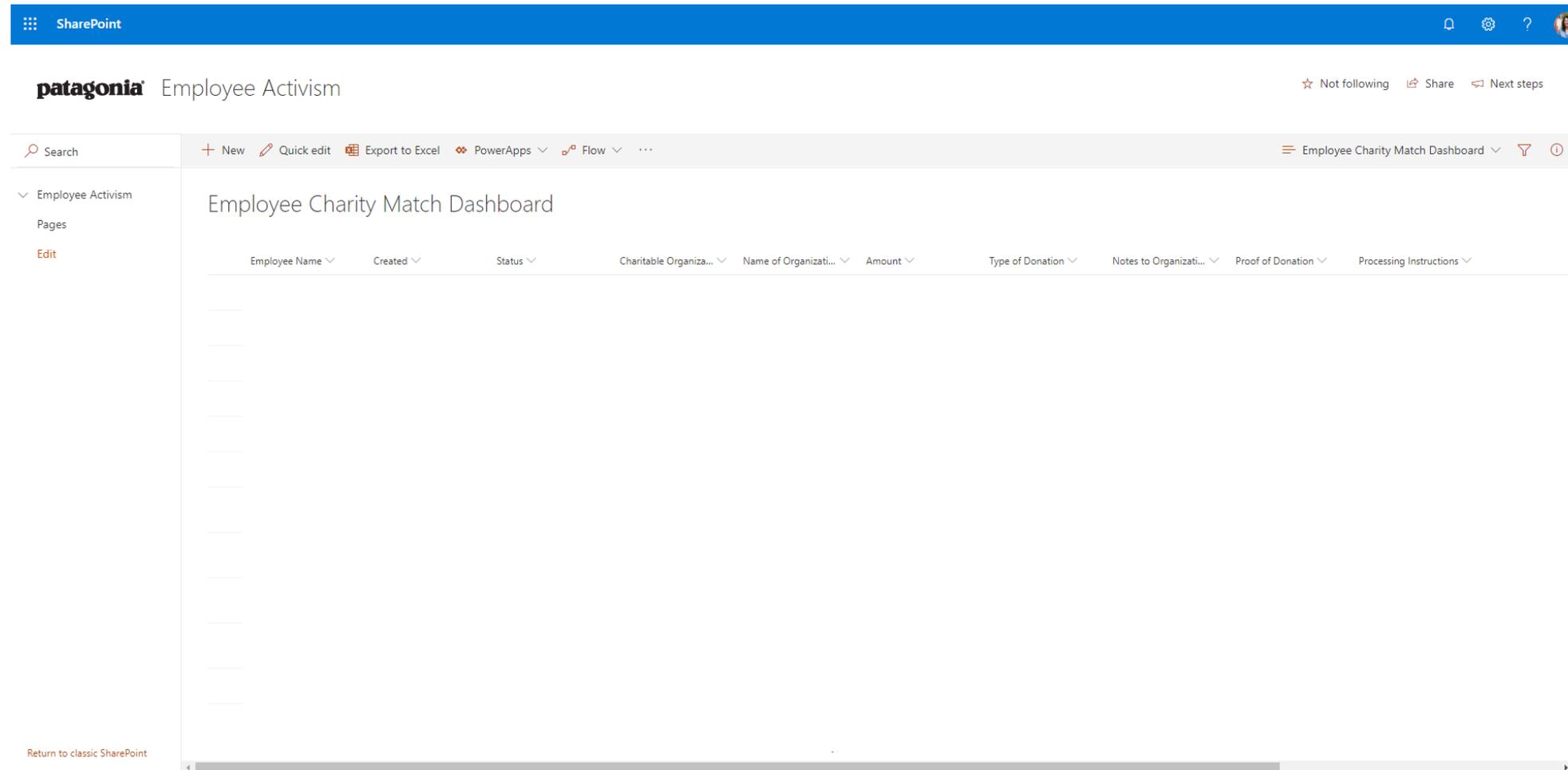
Submit a Match Request

[Search for a Patagonia Charitable Organization](#)

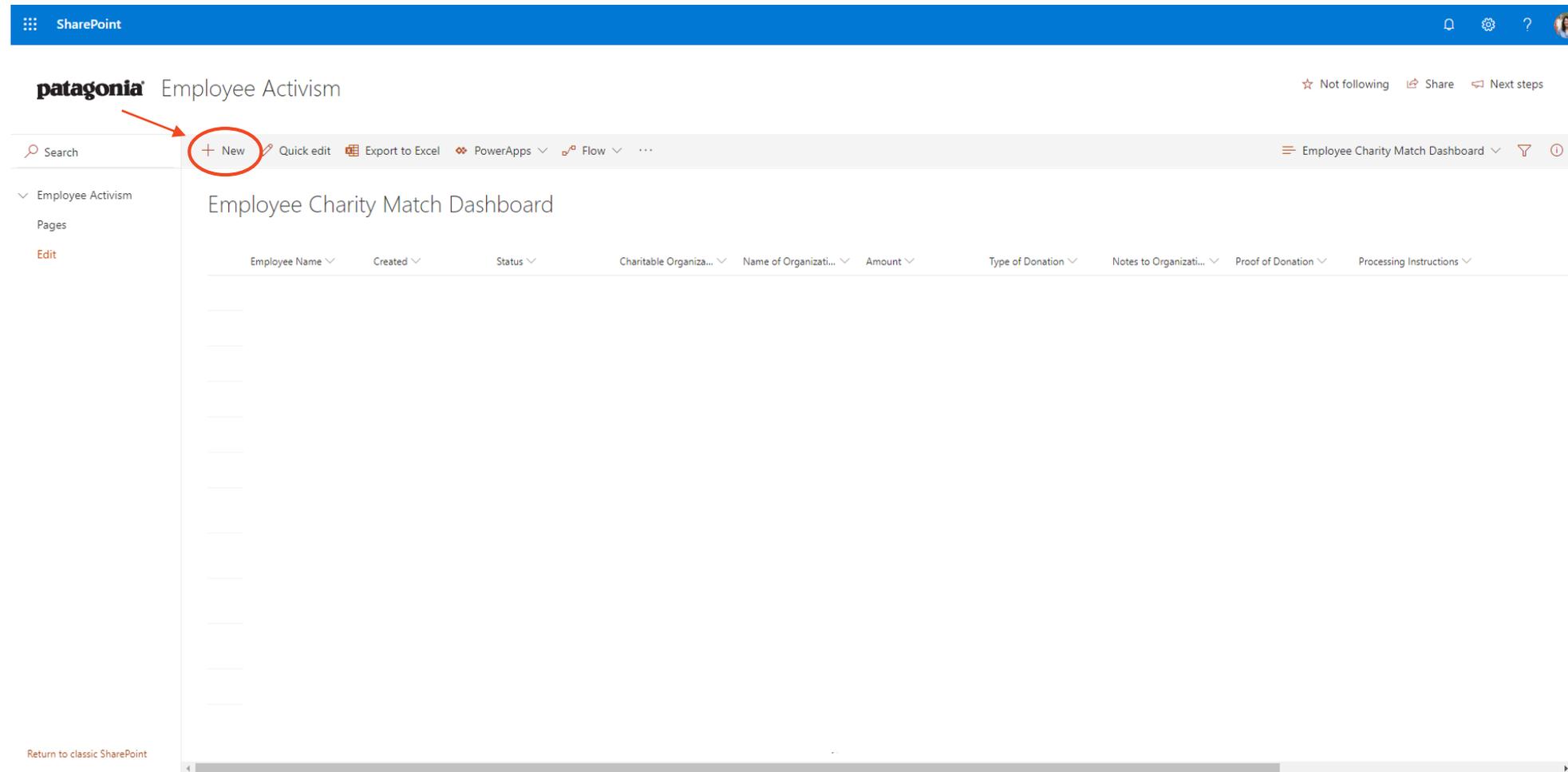
Need More Information?
For more information on the Employee Charity Match Program, please visit [Eligibility](#) or [Participation](#), or review the complete [Employee Charity Match Program Guidelines](#).

Questions?
For questions about your donation match or additional information about the Employee Charity Match Program, please contact employee.match@patagonia.com.

On your Employee Match Dashboard, you will see all the donations you have had matched since 2017. If you have not submitted a match request during this period, your dashboard will be blank.



Select ' + New ' to submit a new match request for the donation you made.

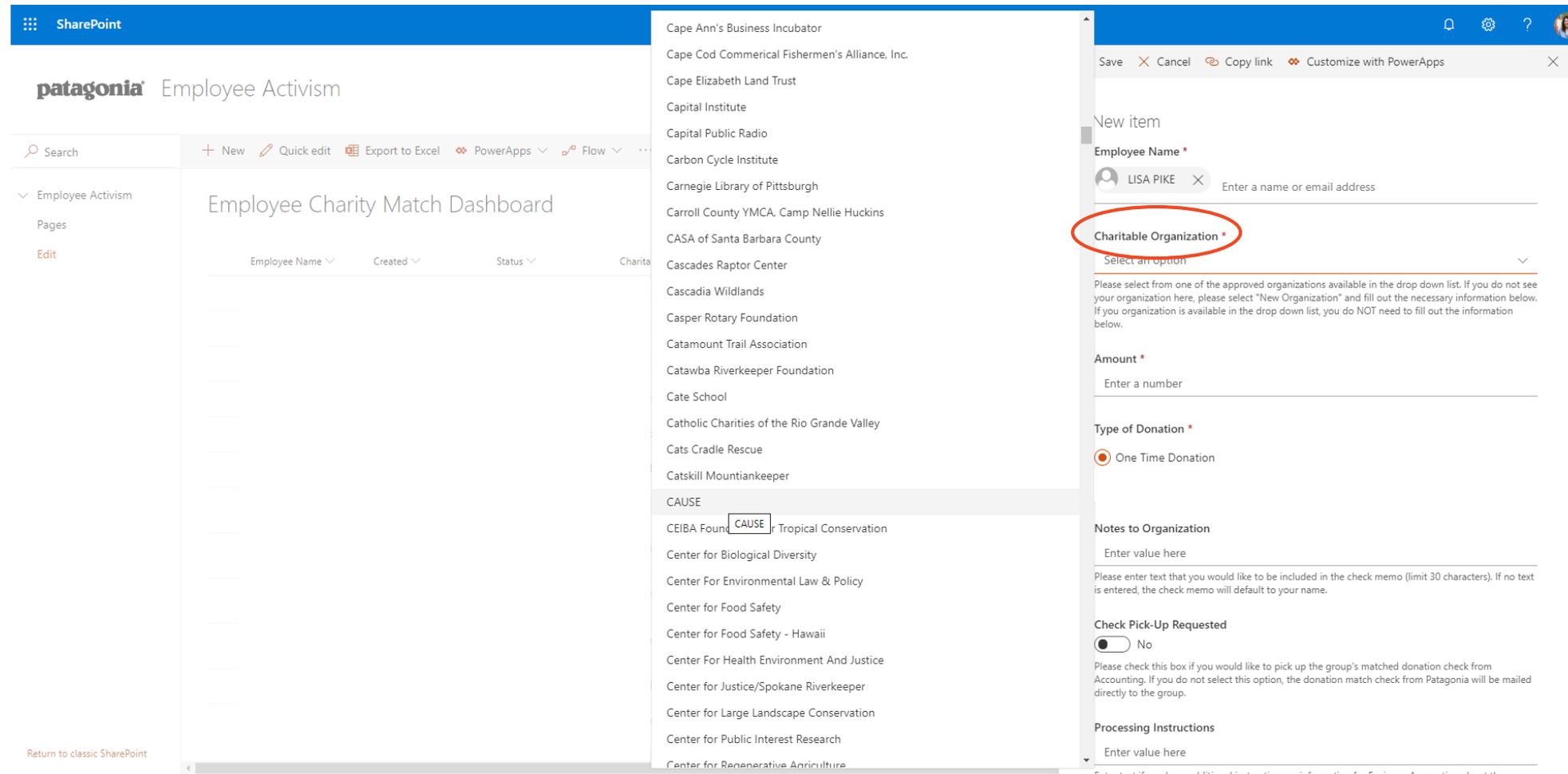


Begin your match request by entering your name into the 'Employee Name' field.

The screenshot shows the SharePoint interface for the 'patagonia Employee Activism' site. The main content area is the 'Employee Charity Match Dashboard'. A 'New item' form is overlaid on the right side of the page. The form contains the following fields and options:

- Employee Name ***: A text input field containing 'Lisa Pike', which is circled in red with an arrow pointing to it.
- Organization Selection**: A dropdown menu showing 'LISA PIKE VP of Environmental Activism' and a 'Select an option' prompt.
- Amount ***: A text input field with the placeholder 'Enter a number'.
- Type of Donation ***: A radio button selection with 'One Time Donation' selected.
- Notes to Organization**: A text input field with the placeholder 'Enter value here' and a note: 'Please enter text that you would like to be included in the check memo (limit 30 characters). If no text is entered, the check memo will default to your name.'
- Check Pick-Up Requested**: A toggle switch currently set to 'No'.
- Processing Instructions**: A text input field with the placeholder 'Enter value here' and a note: 'Enter text if you have additional instructions or information for Enviro or Accounting about the'.

From the provided drop-down menu, select the organization you've made a donation to.



If you do not see the organization you donated to in the drop-down menu, and they are on Action Works, please send an e-mail to employee.match@patagonia.com.

Enter the amount you donated to the organization on Patagonia Action Works, and then continue down to the bottom of the form.

SharePoint

patagonia Employee Activism

Search

+ New Quick edit Export to Excel PowerApps Flow

Employee Activism

Pages

Edit

Employee Charity Match Dashboard

New item

Employee Name *
LISA PIKE Enter a name or email address

Charitable Organization *
CAUSE

Please select from one of the approved organizations available in the drop down list. If you do not see your organization here, please select "New Organization" and fill out the necessary information below. If you organization is available in the drop down list, you do NOT need to fill out the information below.

Amount *
30

Type of Donation *
 One Time Donation

Notes to Organization
Enter value here

Please enter text that you would like to be included in the check memo (limit 30 characters). If no text is entered, the check memo will default to your name.

Check Pick-Up Requested
 No

Please check this box if you would like to pick up the group's matched donation check from Accounting. If you do not select this option, the donation match check from Patagonia will be mailed directly to the group.

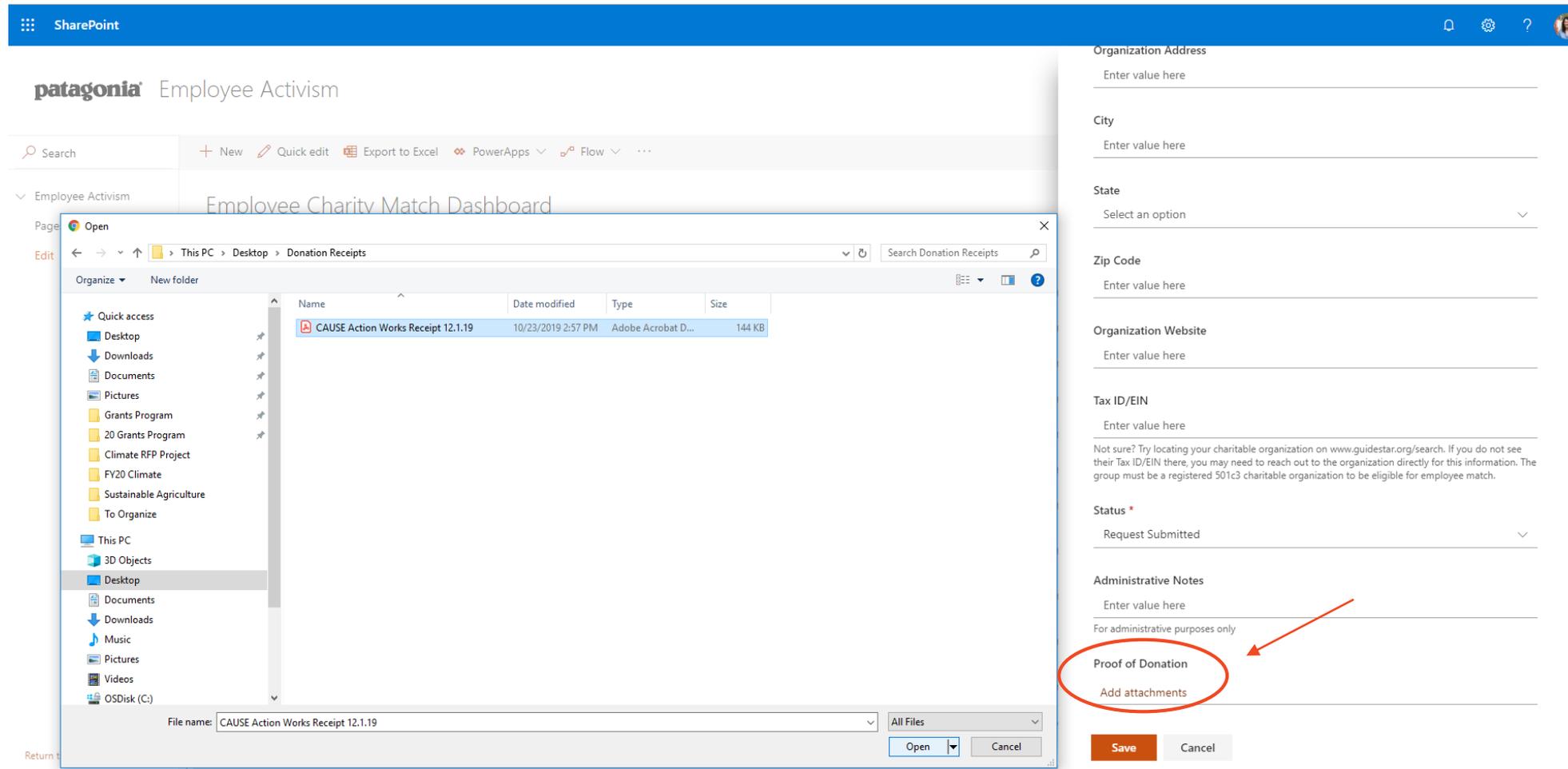
Processing Instructions
Enter value here

Return to classic SharePoint

If you cannot find the organization that you've donated to (and the organization is *not* on Action Works), please select 'New Organization' on the drop-down menu and fill out the organization's information near the bottom of the form.

The screenshot shows the 'Employee Charity Match Dashboard' in a SharePoint environment. The main content area is currently empty, with a 'Click New to add items' prompt. On the right side, a form is open for adding a new organization. The 'Charitable Organization' dropdown menu is set to '*New Organization*', which is circled in red. Below this, the form includes fields for 'Amount' (set to 50), 'Check Pick-Up Requested' (set to No), and 'Authorization' (set to No). A large red circle highlights the bottom section of the form, which includes fields for 'Name of Organization', 'Organization Address', 'City', 'State', 'Zip Code', 'Organization Website', 'Tax ID/EIN', 'Status', 'Administrative Notes', and 'Proof of Donation'. The 'Name of Organization' field has a placeholder 'Enter value here'. The 'Organization Address' field has a placeholder 'Enter value here'. The 'City' field has a placeholder 'Enter value here'. The 'State' field is a dropdown menu with the placeholder 'Select an option'. The 'Zip Code' field has a placeholder 'Enter value here'. The 'Organization Website' field has a placeholder 'Enter value here'. The 'Tax ID/EIN' field has a placeholder 'Enter value here'. The 'Status' field is a dropdown menu with the placeholder 'Request Submitted'. The 'Administrative Notes' field has a placeholder 'Enter value here'. The 'Proof of Donation' field is currently empty.

Click on the orange 'Add attachments' link and upload the screen shot or PDF of your Network for Good donation confirmation e-mail.



Please note that you **must attach a receipt or confirmation of your donation** for your match request to be processed. If your form does not include a proof of donation attachment, Patagonia's match will be put on hold until one is provided.

Once your proof of donation attachment has been uploaded, click 'Save'.

The screenshot shows a SharePoint page for 'patagonia Employee Activism' with the title 'Employee Charity Match Dashboard'. The page includes a search bar, a navigation pane with 'Employee Activism', 'Pages', and 'Edit' options, and a toolbar with 'New', 'Quick edit', 'Export to Excel', 'PowerApps', and 'Flow' options. The main content area is a form with the following fields:

- City: Enter value here
- State: Select an option
- Zip Code: Enter value here
- Organization Website: Enter value here
- Tax ID/EIN: Enter value here
- Status: Request Submitted
- Administrative Notes: Enter value here
- Proof of Donation: CAUSE Action Works Receipt 12.1.19.pdf

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

You should now see your match request on your dashboard. Confirm that the information is correct and that there is a paperclip icon below the 'Proof of Donation'.

SharePoint

patagonia Employee Activism

Not following Share Next steps

Search

New Quick edit Export to Excel PowerApps Flow

Employee Charity Match Dashboard

Employee Activism

Pages

Edit

Employee Charity Match Dashboard > LISA PIKE

Employee Name	Created	Status	Charitable Organiza...	Name of Organizati...	Amount	Type of Donation	Notes to Organizati...	Proof of Donation	Processing Instructions
LISA PIKE	A few seconds ago	Request Submitted	CAUSE		\$50.00	One Time Donation			

Return to classic SharePoint

You are all set!

Patagonia will process your request and mail the match check directly to the organization within 3 months of your request being submitted.