

Guide: Requesting Donation Matching via Benevity

Benevity is a platform used by companies to manage employee giving programs, including donation matching. If you've made a charitable donation and want to request a match from your employer through Benevity, follow these steps:

1. Log In to Your Benevity Account OR your company internal Donation website

- Visit the Benevity portal through your company's employee giving page or the specific Benevity site your employer uses. This could differ from company to company – for example at PayPal it is called 'Community Impact Hub' – though the URL should be something like companyname.benevity.org.
 - Use your company login credentials to access the platform. If you don't have an account, you may need to create one using your work email.
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2. Find the Charity You Donated To

- Once logged in, navigate to the **"Donate"** section or the **"Request Match"** page.
 - Use the search function to locate the charity or nonprofit organization to which you donated. You can find our school under 'Deutsche Schule Dublin CLG'
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3. Enter Your Donation Details

- Select the donation you made from the list, or manually enter the donation information if the charity is not listed.
 - Provide the required details such as:
 - **Donation amount**
 - **Date of donation**
 - **Donation receipt or proof of payment** (some employers may require this)
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4. Submit Your Donation Match Request

- After entering your donation details, submit your request for matching.
 - Benevity will verify the donation and check if it meets your company's matching criteria, such as eligible nonprofits and donation amounts.
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5. Track Your Request

- After submission, you can track the status of your request within the Benevity portal.
 - You'll be notified when your donation has been successfully matched, or if additional information is required.
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6. Confirmation and Follow-Up

- If the match is approved, you'll receive confirmation, and the matching funds will be distributed to the charity.
 - Keep track of your donation matching history, especially for tax purposes or any future donation requests.
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Tips:

- **Check Your Employer's Policy:** Some companies have specific matching requirements, such as minimum donation amounts or eligible nonprofits. Review your company's guidelines to ensure your donation qualifies.
- **Double-Check Donation Receipts:** Ensure that the receipt you provide is clear and includes the donation amount and charity information.

By following these steps, you can efficiently request donation matching through Benevity and maximize the impact of your charitable contributions!

How to Guide: Requesting Donation Matching for Volunteer Hours via Benevity

Benevity makes it easy for corporate donors to amplify their volunteer contributions through donation matching programs. Follow these steps to request donation matching for your volunteer time:

1. Log In to Your Benevity Account OR your company internal Donation website

- Visit the Benevity portal through your company's employee giving page or the specific Benevity site your employer uses. This could differ from company to company – for example at PayPal it is called 'Community Impact Hub' – though the URL should be something like companyname.benevity.org.
 - Log in using your corporate credentials or employee ID.
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Step 2: Log Your Volunteer Hours

1. Navigate to the Volunteering Section:

- In the portal, click on the "Volunteering" tab or section.

2. Search for the Organization:

- Use the search bar to find the charity or nonprofit where you volunteered. You can find our school under 'Deutsche Schule Dublin CLG'
- Ensure the organization is registered and eligible under your company's Benevity guidelines.

3. Add Your Volunteer Hours:

- Click on "Log Hours" or a similar option.
 - Enter the date, number of hours volunteered, and a brief description of your activity (e.g., tutoring, event setup).
 - Attach any required proof (if applicable) such as a signed timesheet or confirmation email from the nonprofit.
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Step 3: Request Donation Matching

1. Check Matching Eligibility:

- Confirm if your company offers a donation match for volunteer hours.
- Look for details on the eligible match rate (e.g., \$10 per hour of volunteering).

2. Submit a Matching Request:

- Navigate to the “Request Matching” or “Volunteer Match” section.
 - Select the logged volunteer hours for which you want to request a match.
 - Enter the required details, such as the organization’s name and your total hours.
 - Review the matching amount based on your company’s policy.
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Step 4: Review and Submit

- Double-check all details, including the number of hours, organization name, and donation match amount.
 - Click “Submit” or “Request Match.”
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Step 5: Track Your Request

- After submission, Benevity will process your request.
 - Check the “My Donations” or “Match Requests” section of the portal to monitor the status of your match request.
 - Most matches are processed within a few weeks, depending on your company’s policy.
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Step 6: Follow Up with the Charity (Optional)