



## Employee Matching Gift Guidelines

The Pohlads Family Foundation Employee Matching Gifts (EMG) Program provides employees of Pohlads Companies the opportunity to double their gift to nonprofit organizations.

### How it Works:

#### Generally--

- The program will match up to five individual employee contributions of at least \$25 to nonprofit organizations each year. The maximum amount that can be matched each year is \$1,000 per employee.
- The Foundation will automatically double match up to \$100 of employee contributions each program year (e.g., two \$50 gifts are each matched with \$100).
- All matching gift requests must be made through the [Foundation's online portal](#).
- Match requests are accepted **through November 30<sup>th</sup>**. The site reopens for employee requests early the following year.
- Only 501c3 nonprofit organizations are eligible to receive matching funds.
- The Pohlads Family Foundation reserves the right to reject EMG requests.

#### Employees--

- Eligibility is limited to full- and part-time Pohlads Companies employees.
- Gifts must be made directly to the nonprofit organization by check or credit card. Currently, one-time gifts made through the Community Giving Campaign's iPledge portal are also eligible. The annual total of an employee's recurring payroll deductions scheduled through iPledge will be matched upon request starting in 2018.
- **Match requests must be submitted through the [Foundation's online portal](#).** You will need to upload proof of your contribution.
- Your employee email address is your username and your password may be reset on the login page, OR you may contact Briana Riley for assistance (see below).
- Matches are paid for contributions that are a maximum of six months old.

#### What organizations or contributions do not qualify?

The following types of organizations **do not** qualify for a matching gift:

- Youth athletic teams
- Individual scout troops
- Religious, political, veteran, or fraternal organizations

The following types of contributions **do not** qualify for a matching gift:

- Direct event support or tickets to events (e.g., banquets, galas) for which the donor or their family receives any benefit.
- Personal pledges or other financial obligations and payments for sponsorships which directly benefit the sponsored person.
- Dues, subscriptions, organizational membership, or publication fees
- Payments for athletic, social, or recreational activities

**Questions may be directed to Misha Dashevsky at [mdashevsky@pohladfoundation.org](mailto:mdashevsky@pohladfoundation.org) or 612-661-3859**