

Microsoft Parents

Microsoft offers employees a generous gift matching program. Eligible employees must make contributions of personal gifts of \$25 or more. The contribution must be actually paid, not pledged, and gifts must have been made within the last 12 months to qualify for a matching gift.

All Gift Matching requests must be made electronically. Paper forms are no longer accepted.

To Complete a Gift Matching request online:

1. Go to: <http://give> (must be connected to corpnet)
2. Click the **red** "Match Now" button located on the home page of <http://give>
3. Enter the **Donation Method** and **Type of Match**
4. Click on "**Search for an Organization**" and enter "**Hazelwood Elementary PTA**"
5. Enter "**Tax Deductible Gift Amount**" and "**Amount to Match**"
6. Submit request by selecting "**Confirm**" on final page

Microsoft employees may also request gift matching for Volunteer Hours!

There is a minimum requirement of 10 hours per organization.

To complete a Volunteer Time Matching request online:

1. Go to: <http://give> (must be connected to corpnet)
2. Click **Give Now** and select "**Match Volunteer Hours**" from the dropdown menu
3. Select "**Record Hours**" on the left-hand navigation bar
4. Under "**Organization Tax ID or School/District ID,**" search for "**911188820**" and select school
5. Enter Volunteer Details as prompted and be sure to select "**Education/Youth Development = PTA/PTA**" under "**Volunteer Activities**"