



August 15, 2018

To: LPS PTO Presidents, LPS Communications Department  
FR: Beth Best, LPS Foundation  
RE: Corporate Matching Donations

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Many corporations have a matching program where an employee can make a financial contribution to a registered 501 (c) 3 non-profit organization and the company will match the contribution in whole or in part. It's an easy way to increase contributions and several PTOs in Littleton Public Schools are taking advantage of these programs. A recurring problem that arises is the corporation/company will not send matching funds directly to an individual school or PTO, regardless of the non-profit status of the PTO.

The LPS Foundation is a registered 501 (c) 3 non-profit that qualifies for corporate/company matching. Our tax ID # is 84-1185005. As a benefit to LPS PTOs, the LPS Foundation will act as a pass-through agent for such donations and will assess a nominal processing fee for this service. The processing fee will be calculated on the original donation and not on the corporate match amount. The current fee will be \$5 or 5%, whichever is higher. The LPS Foundation will pass-through both the original donation amount minus the processing fee plus the full amount of the corporate/company match to the designated school PTO.

**In order to meet all Federal guidelines and to ensure all audit regulations are met, the following procedures must be followed and adhered to:**

- The school/PTO must provide the LPS Foundation a list of expected donations, complete with family name, amount of donation and name of matching company for monitoring purposes. Please email the list to [bstaab@lps.k12.co.us](mailto:bstaab@lps.k12.co.us) or mail to LPS Foundation, 5776 S. Crocker St., Littleton, CO 80120.
- The original financial contribution (donation) must be made to the LPS Foundation. Checks must be made payable and sent to the LPS Foundation, 5776 S. Crocker St., Littleton, CO 80120.
- A note referencing the match and school /PTO must accompany the original check. This is in order for the funds to be allocated to the correct school/PTO.
- The LPS Foundation will hold the original donation until the matching funds are collected, at which point, the total contribution will be distributed to the school/PTO, less nominal processing fee on original donation. The LPS Foundation will issue the checks on a quarterly basis.
- The LPS Foundation will not be responsible for submitting or managing employee matching paperwork; however, if a corporation/company needs verification of original donation, LPS Foundation will provide requested paperwork or confirmation.

Updated 8.15.18

- The LPS Foundation cannot accept matching checks from a corporate/company if the original contribution was not sent to the LPS Foundation.

We are happy to provide this service to the PTOs. If you have any questions, please do not hesitate to contact me at 303.347.3478 or [bbest@lps.k12.co.us](mailto:bbest@lps.k12.co.us).

**To ensure timely processing of matching funds, please provide your parent community with the following information when promoting matching corporate/company funds.**

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Thank you for contacting the [XYZ PTO] regarding Corporate Matching for our Direct Donation Drive. We are excited about this campaign and look forward to raising needed funds for our school.

1. Please confirm with your employer that they will send matching funds to our PTO.
  - a. If so, fill out the attached paperwork and process accordingly.
2. Some corporations/companies will not acknowledge a school or PTO as a non-profit. In the event your corporation/company will not, we are proud to partner with the Littleton Public Schools Foundation as a pass-through agent. **To ensure proper protocols are met in terms of corporate matching rules and Federal guidelines, please follow these directions:**
  - a. Let your school's PTO corporate match representative know that you will be sending a contribution to LPS Foundation and let them know which company/corporation the match will be coming from. Your PTO corporate match representative will provide a list of all expected contributions to LPS Foundation.
  - b. Make your original donation check payable to LPS Foundation (not our school PTO).
  - c. Include a note referencing our school/PTO name and the corporation/company who will be matching the donation
  - d. Send the original donation check and reference note to:
    - i. LPS Foundation, 5776 S. Crocker St., Littleton, CO 80120
3. The LPS Foundation will not be responsible for submitting or managing employee matching paperwork; however, if a corporation/company needs verification of original donation, LPS Foundation will provide requested paperwork or confirmation. The LPS Foundation will:
  - a. Receive your donation on our behalf
  - b. Receive your employer's check for matching funds
  - c. Distribute your total donation less a nominal processing fee and matching funds to our PTO upon receipt
4. In addition, you will need to contact your employer to request matching funds, providing the Foundation's information (LPS Foundation, 5776 S. Crocker St., Littleton, CO 80120) and our tax ID # 84-1185005. It is vital that you specify your school as the recipient of your request/donation.

