

GIVING @ MICROSOFT



Did you know?

- Microsoft matches gifts of time, money, and product up to \$15,000 per employee per year.
- When employees give time at Samantha Smith Elementary, Microsoft will match at \$25 per hour! There are no minimum matching hours.
- Microsoft will match the amount of any donation, no matter how small.
- You can request a match up to 12 months after the date of donation.
- You can also donate directly from the giving tool.
- You can process everything easily online via corporate intranet at <http://give>

Volunteer Time Match

- Go to <http://give>, click on “Go to My Giving Portal”.
- If you’re new to the system, click on the “Search for a Cause” and then search for **“Samantha Smith Elementary School , PTA Lake Washington Council 2 8 57”**
- **Tip:** Add it as a favorite for quick reference for next time!
- Click on “Track Time”.
- Fill in the required details (time, date, skills used, etc.)
- **IMPORTANT:** Select the “Company Match” option.
- Click on “Confirm Volunteer Time”.
- Done! And thank you!

For \$ Donation Match

- Go to <http://give>, click on “Go to My Giving Portal”
- If you’re new to the system, click on the “Search for a Cause” and then search for **“Samantha Smith Elementary School , PTA Lake Washington Council 2 8 57”**
- Tip: Add it as a favorite for quick reference for next time!
- Click on “Request a Match”
- Fill in the required details (amount, donation date, type of donation, etc.)
- Click on “Confirm Match Request”
- Done! And thank you!