

### **Corporate Matching Program**

Your donations to Eastlake High School PTSA can be doubled by participating in your Company's Corporate Matching Program. Many companies, including Boeing and Microsoft, provide a matching program. The following are steps on how to sign up:

- Visit your Company's Employee website for information and procedures.  
**EHS PTSA is unable to sign up on your behalf.**
- As an employee, you must complete all of the appropriate forms, which will include the name of the charity of your choice (Eastlake High School PTSA, Chapter 2.8.88). The address listed for EHS PTSA **may** indicate Tacoma, WA. This is correct, because the Washington State PTA is our Registered Agent. Any donations designated to EHS PTSA will be forwarded to us from WSPTA.
- Depending on your company, you may need to complete forms online or drop off the completed paper form in the EHS PTSA mailbox, located in the main office.
- Most companies send the matching dollars on a quarterly basis. Please check back with your Company's Employee website to make sure that the matching amount has been processed.
- Microsoft also has a Volunteer program that will make donations to EHS PTSA based on the number of hours you volunteer for our PTSA.

If you have questions regarding the Corporate Matching Program, please contact Marisa Lee or Pam Lim at [fundraising@ehsptsa.org](mailto:fundraising@ehsptsa.org).