



Matching Gifts

It's easy to double a gift supporting a Dana-Farber Marathon Challenge runner! Many employers will match charitable contributions made by their employees. Utilize Dana-Farber's [matching gift search tool](#) to find out if your company, or your donor's company, has a matching gift policy.

If giving online:

1. The **employee** visits the online fundraising page of the runner and makes a gift via our secure website, RunDFMC.org. Please save the confirmation email that is sent once the gift is processed!
2. The **employee** contacts the appropriate department at their company (usually human resources or personnel) to request a matching gift form or to access the company's matching gift portal.
3. The **employee** completes and submits the required form.
4. The **employee** forwards the confirmation email from their company approving the match to DFMC@dfci.harvard.edu and specifies the runner the match will support. This is an important step, as these confirmation emails contain vital information our team needs to track down the match once it is dispersed.
 - If the match is being facilitated by **Benevity**, and the original gift was made directly to the runner's fundraising page, Dana-Farber will add the matching funds to the runner's fundraising page upon receiving the email confirmation of the approved match request.
5. Dana-Farber awaits receipt of the matching funds. Once the funds are received, they will be processed and posted to the runner's fundraising page. The timeframe for this varies by company, but most **take at least a few weeks all the way up to three months to distribute funds**. The **employee** can check with their company to determine the timeline or to check the status of the match.
 - If the employee has determined that the company has sent the match, but the funds have not posted to the runner's page, please feel free to follow up with DFMC@dfci.harvard.edu.

If giving by check:

1. The **employee** contacts the appropriate department at their company (usually human resources or personnel) to request a matching gift form.
2. The **employee** fills out the "Employee" section of the form – leaving the "Institution" section blank.
3. The **employee** gives the form and their check **to the runner** that they are supporting.
4. The **runner sends both the check and form** to: Dana-Farber Marathon Challenge P.O. Box 415601, Boston, MA 02241-5601, along with their runner ID number and a gift deposit slip.
5. Dana-Farber's Donor Services team completes the "Institution" portion of the form and returns it to the company. Donor Services will add the match to the runner's fundraising page upon completing the form.

Following these steps will ensure the fastest and most efficient process. We thank you in advance for your patience!