VECCS Gives Matching Gift Program Submission Requirements

1. Submission details/requirements:

- The VECCS awards/grant platform must be used for submission of requests.
- Requests must be submitted no less than 60 days before the event.
- When possible and appropriate, VECCS Gives requests exposure through recognition or marketing, such as:
 - Logo on event t-shirts or armbands
 - · Mentions on social media
 - Other forms of appropriate recognition
- Recipients may also be asked to send a photo of themselves at the event, ideally wearing VECCS gear.

2. Submission information required:

- Member Name & contact information
- Date and type of fundraising event
- Name of nonprofit and link to website
- Member's specific involvement/role in event
- Brief description of why this cause was selected

3. Submission review and decision:

- Once completed, the request will be submitted to VECCS Gives for review within 10 days.
- If the request is approved, the VECCS office will notify the member.
- If the request requires further discussion, it will be added to the agenda for the next VECCS Gives Committee meeting.
- The VECCS office will keep the member informed of the status of their request.