



Vision 4 Education Offering (V4E)

**INSTRUCTIONS FOR THE MATCHING GIFT PROGRAM**

**(The local WM Director and/or Pastor's Wife has been provided a copy of the list of companies who participate in the Matching Gift Program.)**

- (1) Jane Doe (employee) will need to get a Matching Gift Form from her employer (XYZ Company). For most companies, you will need to check with your Human Resources Department to get this form.
- (2) Your local WM will give a check to Jane Doe for the amount of the offering/gift to be matched. Please be reminded that funds for Holmes Bible College cannot be matched at this time.
- (3) Jane Doe then deposits the WM check and, in turn, writes a personal check to Emmanuel College for the same amount.
  - a. Complete Part I of Matching Gift Form.
  - b. Make a copy of the Matching Gift Form and the personal check to turn in at the Fall Leadership Summit.
  - c. Send the Matching Gift Form and the personal check to Emmanuel College using the following address.

Emmanuel College  
Donor Contributions  
PO Box 129  
Franklin Springs, GA 30639

- (4) Emmanuel College will then complete Part II of Matching Gift Form and return to it Jane's employer, requesting the matching gift amount.
- (5) Jane's employer (XYZ Company) will then honor the request and send the check for the matching amount to Emmanuel College.



**Please know that no amount is too small.  
Every dollar matched to our Christian colleges is worth the effort.  
Thank you for all you do!!**

**PREPARING SERVANTS FOR  
KINGDOM SERVICE!**