

The California Maritime Foundation

Matching Gift Policy and Procedure Statement

January 20, 2009

It is the Foundation's policy that matching gift contributions will be credited to the fund as the donor's gift. In those cases where matching gift company policy can not support the designation of the original gift, the Foundation will determine a use of the funds that supports the policy of the matching gift company.

All matching gift pledges will be reviewed, no less than annually, at or near fiscal year end; until such time that they are received.

In the recording and counting of matching gifts, each gift, when received, will be reviewed and the following form completed to ensure that the requirements of the matching gift company are met.

Original Gift Donor Name: _____

Original Gift Fund: _____

Matching Gift Company Name: _____

Check Number: _____ Check Date: _____

Matching Gift Fund Designation: _____

I have reviewed the matching gift company policy and determined that the assigned matching gift fund designation is in compliance with said policy.

Reviewed by: _____ Date: _____

Thomas C. Dunworth
Executive Director
CMA Foundation