



## Corporate Matching Funds Crossfire Rec Volunteer Hours

Many corporations have a corporate matching funds program for volunteer hours. Every hour of donated time to the Crossfire Recreational Program will be donated by the corporation back to Crossfire Rec in the form of hourly rate (varies by company) and we can receive a check from your company. Simply ask your HR department if they match volunteer hours and then follow these steps:

1. **Track** your hours for every Crossfire Rec volunteer activity
  - a. The volunteer hours that can be matched generally constitute the start time and end time of the activity or event itself.
  - b. Commute time outside of the actual event or activity does not count towards your hours.
  - c. If you are a coach this includes the actual practice time (1.0 hours per practice), total game time (including warmups) and any additional training or coaching certification sessions you attend.
  - d. Always consult your company's corporate matching policy prior to submitting your hours.
2. **Submit** these hours to your HR department either by using their form or online tool. The frequency of submission can be monthly, quarterly, or yearly depending upon your company policy.
  - a. In the form please make sure to describe your activity
  - b. If for example, you were a soccer coach (head coach, assistant, or team manager) summarize your activity. Example: "Assistant soccer coach for the Crossfire Select Girls U16 soccer team with Mark Enstrom".
3. **Indicate** that Lake Washington Youth Soccer Association is the receiving organization and that the matching funds are designated to go to Crossfire Recreational (Not the Crossfire Foundation).
  - a. LWYSA Information
    - i. Key contact to approve your hours is Cheryl Manao
    - ii. Email [cherylm@lwysa.org](mailto:cherylm@lwysa.org)
    - iii. TAX ID #23-7182665
    - iv. The address of Crossfire Rec is: 12530 128<sup>th</sup> Ln NE, Kirkland, WA 98034
  - b. Crossfire Rec information
    - v. Email: [meghand@lwysa.org](mailto:meghand@lwysa.org)