

## DETAILED INSTRUCTIONS

### How to Log In

- You will need to log on with your sas.com, jmp.com or dataflux.com e-mail address – that is how we know you are a SAS employee! (Remember, you must be a regular full-time or part-time employee to qualify for the matching donation.)
- Please don't use a personal e-mail address or a friend's e-mail address to donate, as this will mean that your donation will not be matched by SAS.

### How to Fund a Project

- There are many ways you can find a project to fund. You can browse the site, use the search criteria or look up projects by keywords.
- You can fund part or all of a proposal. Just click the "fund all or part of this proposal" button, and choose how much to donate. You can pay by credit card, check or payroll deduction.

### SAS Will Match Your Money!

- SAS will match your donations up to \$500 in one calendar year.

### How Your Funds Get Matched

- When you receive your e-mail receipt for your donation, please forward that e-mail directly to [sas@donorschoose.org](mailto:sas@donorschoose.org). Include your payment method (credit card, check or payroll deduction) in the email. We will then match your money on behalf of SAS.
- Your gift receipt is a system-generated e-mail. If you do not receive this e-mail within 24 hours of your transaction, please notify DonorsChoose at [sas@donorschoose.org](mailto:sas@donorschoose.org). (To avoid having DonorsChoose e-mail blocked by spam filters, please add [info@donorschoose.org](mailto:info@donorschoose.org) [feedback@donorschoose.org](mailto:feedback@donorschoose.org) and [sas@donorschoose.org](mailto:sas@donorschoose.org) to your "safe" list in your e-mail account).
- Once the SAS matching has taken place, you will receive another e-mail update. Note: It may take 24-76 hours before you receive this e-mail.
- If you pay by check, it may take 24-76 hours to match your donation after we receive your check.

### An Example of Matching

- "Reading is Fun" is a project in North Carolina posted for \$234. If you fund \$117, SAS will match the other half to complete the proposal.

## BE CREATIVE

### Funding With Your Co-workers

- If you find a large project that you like, band together with your co-workers to fund the project.
- Just remember, if you all contribute to the same project, you will need to do it within the same 24-48 hour period, so that other individuals browsing the site don't fund your project before you do.

### Give in Honor of Co-workers, Partners, Clients, Friends or Family

- You can fund part or all of a project in honor of another person.
- Simply fund all or part of a project, and you will be asked for the honoree's name and e-mail address. You can write an optional note to the honoree.
- This is a great way to recognize co-workers or friends!

## QUICK & EASY INSTRUCTIONS

### Funding Projects with Matching Dollars

#### 1. Look and Learn

Browse teachers' proposals and learn about the needs in our public schools!

#### 2. Donate by CC, Check or Payroll Deduction

Be sure to create an account using yoursas.com, jmp.com or dataflux.com e-mail address. Pick a project and click "fund all or part of this proposal." To use payroll deduction, simply click "pay by check." See Step 3.

#### 3. SAS Doubles Your Money

You will receive an e-mail receipt upon payment. Please forward that right away to [sas@donorschoose.org](mailto:sas@donorschoose.org). Within three days, SAS will match your donation. Include your payment method (cc, check or payroll deduction) in the email.

#### 4. Receive Thank You Notes and Photos

All donors receive a thank you e-mail from the teacher when the project is funded. Donors giving at least \$100 also receive photos and thank you notes from the teachers and students!

## OTHER THINGS YOU SHOULD KNOW

### Teacher and Student Feedback

- Everyone who donates to a project will receive a thank you e-mail from the teacher when the project is funded.
- If you give at least \$100 to a project, DonorsChoose will send you a "feedback package" with a teacher impact letter, thank you notes from the students and photos of the project in action. That way, you can see exactly how your money was spent, as well as the impact on the classroom.