



Dear Parents/Carers

We are excited to inform you that Friends of Russell Hall have just been successfully registered as a charity. As you will hopefully be aware of the fantastic work your PTA are doing to raise funds for our school, and we couldn't do it without your support. We wanted to take this opportunity to tell you about the Match funding scheme and how with a little bit of your time you could help double the funds for the PTA.

You may work for an organisation such as high street banks, building societies, supermarkets, large corporations and other independent companies that have a match funding policy, meaning any money you raise could be matched by your employer, this could be the fundraising total for an event, or for a stall that the employee is working on. Usually the employee will need to supply a letter from the PTA detailing the date and nature of the event, together with the total raised, we are more than happy to provide any details required by your employer.

We would be grateful if you and your employer are willing to help out with any future events, this could be a large source of income for the PTA and in turn help benefit your children's education. At the bottom of this letter is a little more information on what match funding is, how you can help and a list of companies we are currently aware of that have a match funding scheme, this list is not definitive so there may be many more companies that we are not aware of.

As always, we really appreciate your support. For any further information or to offer your support please contact friends@russellhall.bradford.sch.uk

Kelly Grace

Chairperson of Friends of Russell Hall

friends@russellhall.bradford.sch.uk

Charity no – 1186966

About matched funding:

- Many companies offer their employees the chance to take part in a matched funding scheme.
- Generally, the employee must have been involved in the fundraising event as a volunteer.
- Companies who do offer matched funding will pledge a sum of money relating to the amount their employee has raised at a fair or donated to the charity. For example, a parent volunteers to work on organizing or on a stall at the PTA summer fair. The profit made by the stall is £100. The parent's employer will then match this amount with a further £100.
- Some organisations will match fund on a £ for £ basis, others will stipulate what they are prepared to give. It is likely that an upper limit will be applied along with certain criteria such as the recipient organisation being a registered charity.
- Companies may support the school in a variety of ways including:
 - matching funds raised through an activity (i.e. school fair, school disco or school quiz)
 - matching funds raised by a sponsored event
 - a cash donation
 - donation of equipment (i.e. playground equipment)
 - donation of services
 - donation of prizes (suitable for raffles/auctions/tombola)
- Some companies will also pledge resources instead of money, by offering a tangible service or donating equipment etc.
- Alternatively, a parent may opt to make a cash donation to the PTA, which again could be matched by their organisation.
- There have been cases where companies have not been shown in the list provided but are still taking part in the scheme.

Steps to follow:

- Speak to your companies' community relations/CSR manager, HR Department if they operate or are interested in running a matched giving scheme.
- In smaller companies where such a post does not exist, it is preferable to go to the immediate line manager to ascertain the most appropriate person to speak to.
- Once the company has agreed to a match give, ask them to put their pledge in writing to the PTA.
- Or the company may ask the employee to complete a request form, which will be sent to us.
- Once necessary in-house admin is completed the rest is taken care of by myself, the school and the charity commission.

UK COMPANIES' MATCHING GIFT SCHEME

Below is a list of companies that are known to have matching gift scheme. This list is by no means definitive as some may not be on it. For those not on the list, please contact your Human Resources department to enquire if such a scheme exists. A number of overseas organisations also operate similar schemes, particularly those in the US.

If you are interested in donating through the matching gift scheme, please contact your Human Resources department for a form, which needs to be completed and sent to us. By using this scheme, you can make your gift worth even more to us.



