



Dear Parents/Carers

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](mailto:friends@russellhall.bradford.sch.uk)

Rebecca Simpson  
Chairperson of Friends of Russell Hall

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.

### **Which organisations will support our PTA?**

Unfortunately, while we'd love to be able to provide a list of companies offering match funding, it is fraught with too many issues: some companies have certain criteria in their small print (ie where it's only offered to full-time staff after two years service), or the schemes change too often for us to be able to keep any such list up to date.

Generally speaking, banks and building societies, insurance companies, supermarkets, utilities providers, phone companies and car manufacturers are known to offer match funding schemes. Please check with your employers to see if a scheme is already in place or if they would be willing to set one up.

A match funding scheme can be adopted by any company no matter how big or small. Barclays, for example, offers its employees the opportunity to match funds they raise for their chosen charity up to £750 per year. This is available for three activities a year! Aviva, in response to feedback from their staff, has introduced a '£Plus' matching scheme. The scheme gives Aviva employees the chance to receive matched funds for any money raised on behalf of a registered charity of their choice