

Instructions for submitting a matching gift through State Farm Companies Foundation Matching Gift Program to Benjamin Elementary PTO

1. Log onto the State Farm matching gift website:

https://www.cybergrants.com/pls/cybergrants/eg_login.login?x_gm_id=4214

- If first time logging on, will need to set up a password and then move to next steps
2. Click where says "Click for Charitable Giving"
 3. Click where says "Click here to apply for your match!" under the section of Donated Directly to Organization.
 4. Search for Benjamin, making sure to add city of Bloomington and state of Illinois
 5. Select Benjamin Elementary PTO when it is returned
 6. Fill in the following fields:
 - Gift Type – select type of gift (generally check)
 - Total Gift Amount – this is the total amount of the donation
 - Match Amount Requested – this can be any amount between \$25 and the amount of the Total Gift Amount
 - Gift Date – the approximate date of your gift, if match is for Unraiser, most of those gifts are early September
 - Designation – this can be left blank unless there is something specific the funds should be directed towards
 - Organization Email Address – copy the E-mail Address from the BENJAMIN ELEMENTARY PTO contact info section on the screen
 7. Save and Proceed
 8. On the next screen, verify information is correct and click Submit
 9. Should get a Submission Successful screen. There is no further action that is needed, but you can print the screen if you want it for your records.