



## Ten Great Ways to Meet Your Match!

The basic rule of thumb is that you can count most reasonable and necessary items that are used to meet the goals and objectives of your program. It is essential that match is appropriately documented. Document the basis for determining the value of personal services, professional services, materials, equipment, building, and land. Give the donor a receipt signed by donor and a program official that includes: Name of donor, date of donation, description of item/service and its estimated value.

1. Staff time spent on supervising/training AmeriCorps members. Keep track of time and prorate appropriate amount of salary and benefits paid according to the time spent by the staff member.
2. Space used for program activities. Prorate rental of space based on time the program used the space using value provided by the organization donating the use of the room. You can include value of utilities and maintenance in the calculation of value as well.
3. Variety of supplies necessary to operate the program including: photocopying, office supplies and materials, postage, AV equipment, phone, fax, internet. Use the value equivalent to what the purchase price would be for these items.
4. Any individual who provides professional services that are not included in your indirect costs such as an attorney, painter or accountant. Ask person to provide a negotiated rate per hour they would normally charge for the service.
5. Cash contributions from any individuals or community organizations.
6. Transportation provided at no cost to the program. You may use the IRS approved mileage rate multiplied by the number of miles traveled.
7. Donation of program supplies and materials necessary to accomplish program goals and objectives. Use value equivalent to what the purchase price would be for these items.
8. Additional discounts above and beyond those available to the general public provided by local vendors. It is best to get the vendor to note the additional discount directly on invoice.
9. Grants or other funds that are obtained and used to further the goals and objectives of the program.
10. Volunteer recognition items including: cost of refreshments for celebrations, recognition certificates or other items to recognize and acknowledge your volunteer's commitment. Use value equivalent to what the purchase price would be for these items.