



## Corporate matching funds for your Crossfire Select volunteer hours

Many corporations have a corporate matching funds program for volunteer hours. Every hour of donated time to the Crossfire Select Program will be donated by the corporation back to Crossfire Select in the form of hourly rate (varies by company) and we can receive a check from your company. Simply ask your HR department if they match volunteer hours and then follow these steps:

- 1) **Track** your hours for every Crossfire Select volunteer activity
  - a. As part of this informational guide Crossfire Select has also published an excel template called “Crossfire Select – Volunteer Hours Template”. You may use this template or create your own.
  - b. The volunteer hours that can be matched generally constitute the start time and end time of the activity or event itself.
  - c. Commute time outside of the actual event or activity **does not count** towards your hours.
  - d. If you are a coach this includes the actual practice time (1.5 hours per practice), total game time (including warm ups) and any additional training or coaching certification sessions you attend.
  - e. If you are receiving a stipend for coaching or training, **you are not eligible** to have your volunteer hours matched.
  - f. Always consult your company’s corporate matching policy prior to submitting your hours.
- 2) **Submit** these hours to your HR department either by using their form or online tool. The frequency of submission can be monthly, quarterly, or yearly depending upon your company policy.
  - a. In the tool or form please make sure to describe your activity
  - b. If for example you were a soccer coach (head coach, assistant, or team manager) summarize your activity. Example: “Assistant soccer coach for the Crossfire Select Girls U16 soccer team with Mark Enstrom”.
- 3) **Indicate** that **Lake Washington Youth Soccer Association** is the receiving organization and that the matching funds are **designated** to go to **Crossfire Select** (Not the Crossfire Foundation).
  - a. LWYSA Information
    - i. Key contact to approve your hours is **Cheryl Manao**
    - ii. Email [cherylm@lwysa.org](mailto:cherylm@lwysa.org)
    - iii. TAX ID #23-7182665 for LWYSA
    - iv. Address for both LWYSA and Crossfire Select is: 12312 134<sup>th</sup> CT NE, Redmond, WA 98052
  - b. Crossfire Select information
    - i. Email: [treasurer@crossfireselect.com](mailto:treasurer@crossfireselect.com)