

CHARITY MATCHING PORTAL FAQ

HOW TO DONATE TO A CHARITY OF YOUR CHOICE

- 1 Go to Sinclair.yourcause.com and Log in using single sign-on
- 2 Click the Donate button
- 3 Search for an organization
 - by name, registration ID or keyword
 - filter by Category or Location
 - or select from a list of popular organization
- 4 Select the organization and click Make a New Donation
 - In order to be eligible for the match, your donation must be a minimum of \$25.
- 5 Choose your payment method and donation amount
- 6 Click Add to My Cart
 - To browse and add additional donations to your cart, select Explore More
 - If you're ready to proceed to checkout, select Checkout Now
- 7 Once in your shopping cart, select Apply Match and Checkout
 - Select the amount you wish Sinclair to match (up to 50% of your donation) or choose Do Not Match This Donation
 - For example: if you donate \$50, Sinclair will match \$25. Your charity will receive a total donation of \$75.
- 8 Proceed to Next Step
- 9 Under Privacy & Payment Info, you can share your name or donate anonymously
- 10 Input your payment information
- 11 Click Confirm & Finish to submit your donation. An email confirmation will be sent to you.



HOW TO UPLOAD AN OFFLINE DONATION FOR THE EMPLOYER MATCH

- 1 Go to Sinclair.yourcause.com and Log in using single sign-on
- 2 Click the Donate button
- 3 Search for your organization (by name, registration ID or keyword), filter by Category or Location, or select a featured popular organization
- 4 Select the organization and click Log an Offline Donation
- 5 Enter the donation amount, date, method of payment, and upload a copy of your receipt
- 6 Click Add to My Cart and proceed to check out
 - To browse and add additional donations to your cart, select Explore More
 - If you're ready to proceed to checkout, select Checkout Now
- 7 Once in your shopping cart, select Apply Match and Checkout.
 - Select the amount you wish Sinclair to match (up to 50% of your donation)
 - For example: if you donate \$50, Sinclair will match \$25. Your charity will receive a total donation of \$75.
- 8 Under Privacy & Payment Info, you can share your name or donate anonymously
- 9 Click Confirm & Finish to submit your offline donation. An email confirmation will be sent to you.

FAQ

How much of my donation goes directly to my chosen charity organization?

- 100% of your entire donation will be sent to your chosen charity. Sinclair partners with YourCause® Solutions by Blackbaud, Inc. to offer this experience and the cost of this service and any other fees incurred in processing your donation are covered on your behalf, by Sinclair.

What types of organizations are eligible to receive a donation or company match?

- Eligible 501(c)(3) nonprofit organizations (excluding political campaigns, religious organizations for sectarian purposes, charities with discriminatory practices, or any that violate any anti-terrorism laws) are available on the site to receive a donation or matching contribution.

How much of my donation will Sinclair match?

- Sinclair will match 50% of your donation up to \$500. The maximum match issued is \$250 per employee per year.

I've reached my annual match cap of \$250. Can I still donate through YourCause?

- Yes – There is no limit on the amount you can donate to your chosen charity through YourCause.

Can I make an anonymous donation?

- Yes – when completing your donation, simply select the 'Anonymous' option in the 'Shared with the Charity' section.

When will the organization receive my donation and match?

- Organizations will receive your donation and matching contribution within 60 days after the close of the month in which the donation was made.

FAQ CONT'D

Where can I view my personal match history and information?

- To view the status of all matching gifts for the current year, click 'Give' at the top of the page, and then click 'My Giving' on the navigation bar. Scroll down to find current and past matched donations.
- The amount of your remaining match cap will be displayed in the donation flow, in the Match Request section.

I donated to a charitable organization, but I don't have a copy of the receipt. Can I submit my donation for a match?

- A receipt with proof of donation is required to approve your donation for a match.

Why isn't my donation eligible for a match?

- Your donation amount must be a minimum of \$25 to be eligible to receive a match.
- You've reached your match cap of \$250. To see your year-to-date match, go to Give > My Giving > Match Program.
- The charity you have donated to does not meet the eligibility requirements to receive a matching contribution.

I tried searching for an organization, but I am not able to find it on YourCause.

First, try these steps:

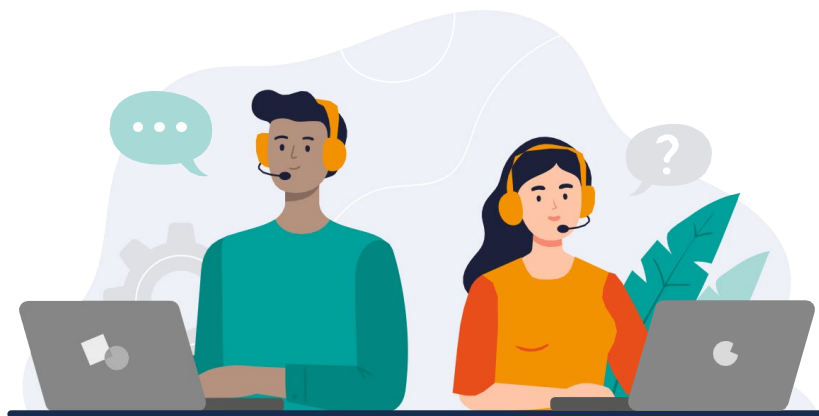
- Search by Registration ID. Don't know the Registration ID? Contact the organization to find out.
- Is the charity a chapter or program within a larger organization? If so, you can use the parent organization.
- Are you using only the NPOs charity name? Added tags like "Go Fund Me" or "Walk for a Cure" may not link to your charity's name.
- Check your community guidelines for charity eligibility. Use the filter to search by location.

Still not able to locate the organization:

- Go to Help & Support (at the bottom of the webpage). Click Suggest an Organization and input the organization's information for review.

Where can I view my donation history for tax filing purposes?

- Go to Give > My Giving > Donation Activity. Here you can view your donation summary by clicking Export Summary and selecting the calendar year.



IF YOU HAVE ADDITIONAL QUESTIONS PLEASE
REACH OUT TO YOUR LOCAL HR REPRESENTATIVE
OR EMAIL THE BENEFITS TEAM:

SinclairBenefits@SBGTV.COM