



Vacation Donation Program

Or, How to Raise 10 Times As Much Money
With Only One Simple Policy Change

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Is there a cap on the number of vacation days your employees can accrue?
Do your employees find it challenging to take all of the vacation time they've earned?
Are you looking for a simple way to make your Food & Fund Drive wildly more successful?

If you answered 'yes' to any of these questions, your company should consider setting up a **Vacation Donation Program**. Here's how it works:

- Employees complete a simple form (see sample below) stating that they elect to donate the net value of X day(s) of accrued, unused vacation time to Second Harvest Food Bank.
- At the end of your food & fund drive, your payroll person tallies up the value of all of the donated vacation time and cuts one check to Second Harvest.
- If your company/foundation is matching employee donations, the match can be included in the vacation donation check or issued as a separate check.
- Your staff sends us a spreadsheet with the list of employee names, value of vacation time donated by each employee, and their mailing addresses. Second Harvest will send acknowledgement letters to each employee. That's it!



Turn your \$25 donors into \$250 donors with one policy change!

The value of a corporate employee's vacation day typically ranges from \$200-\$1,000.

One company raised \$48,000 from 13 executives.

Companies that have implemented a Vacation Donation Program tell us that:

- Employees love to make a huge impact in the community, and through this program, they're able to donate more money than they would if they were writing a check – plus, they receive a tax deduction for vacation time they may not have been able to use anyway
- Companies love getting the vacation time liability off the books, since companies have to pay out unused vacation time when employees leave the company
- Once the program is set up, it's simple to run – there's only one check to be cut
- Food & Fund Drive Coordinators love it because this one simple policy can catapult companies to be among the **Top 50 Companies** supporting Second Harvest through food & fund drives...with very little additional work!

Ready to make it easy for employees to say 'YES!' to giving to the Food Bank?

Contact Alisa Tantraphol, Corporate Relations Manager, at atantraphol@shfb.org or 408.694.0041.

**SAMPLE
VACATION DONATION FORM**

Employee Name _____ Employee ID _____

Department /Business Unit _____

Office Location _____ Mail Sort _____

Email Address _____ Phone Number _____

Mailing Address (For Acknowledgement Letter) _____

I elect to donate the net value of

___ **Day(s)**

of my accrued, unused vacation to the organization indicated below:

Second Harvest Food Bank of Santa Clara & San Mateo Counties

I understand and agree that my accrued vacation balance will be reduced by this donation.

Employee Signature

Date

SEND COMPLETED FORMS to: [Name], [Mail Sort]

Questions? Contact: [Contact person at your company]