

Match Review Terms

The following terms apply to Your access to and use of Match Review, in addition to the terms set forth in the Blackbaud Solutions Agreement.

1. Proof of Donation Review (offline match requests only)

- a. Acceptable forms of validation are: (a) a scanned receipt, which must be on the charity letterhead; (b) the scanned front and back of a cancelled check; (c) a scanned credit card statement showing the charity name; or (d) a scanned bank statement showing the charity name (each, a “Proof of Donation”).
- b. Blackbaud is responsible for reviewing all uploaded Proofs of Donation, ensuring that Your employees’ match requests adhere to Your Matching Guidelines and the Proof of Donation criteria defined in the applicable SOW (together, the “Criteria”).
- c. If a match does not meet the Criteria, Blackbaud will communicate this result via the CSRconnect platform, along with a description of how the match does not meet the Criteria by referencing Your Matching Guidelines or Volunteer Grant Guidelines.

2. Timing of Match Request Determination

Blackbaud will approve or deny all match requests by the last business day of the month. Approvals or denials for match requests submitted within the last five (5) business days of the month may be delayed until the following month.

3. Your Responsibilities

- a. You must provide clear match approval guidelines. You will review the list of questionable organizations and communicate final determination within three (3) business days, allowing Blackbaud sufficient time within the month to approve/deny based on the determination. In the case the organization determination is communicated within five (5) business days of the last day of the month, match requests for affected organizations may be delayed until the following month.
- b. Blackbaud will communicate with You if for some reason match requests are not approved within the month time frame. You will communicate as necessary with its employees in order to make determinations regarding questionable organizations/requests. You are responsible for addressing inquiries regarding specific matching guidelines.

4. Miscellaneous

These terms are subject to change in Blackbaud’s sole discretion. In the event of any such change, Blackbaud shall post a revision of these terms at www.blackbaud.com/terms-and-conditions and Your continued use of Match Review shall be subject to such revised terms.