



Supporting Smile Train through your workplace is a powerful way to engage colleagues while making a meaningful impact for children with clefts worldwide. Organizing fundraising events, accessing matching gift funds, or setting up payroll deductions can turn everyday work efforts into life-changing contributions.

Matching Gifts: Many companies support the philanthropy of their staff and may double- or even triple-match charitable contributions made by employees and their spouses.

- 1. Find your company:** Visit our [Matching Gifts](#) page and use the search tool to find out if your employer participates in a Matching Program.
- 2. Review instructions:** Once you locate your company, select it to access instructions on how to ensure your gift qualifies for the company's matching gift program. Each company's matching gift program varies, so ask your HR department for any required forms or procedures to increase the impact of your gift.
- 3. Submit your match:** Most companies require that you submit the receipt from your personal donation, along with a completed Matching Gift form to process your gift.
- 4. Notify Smile Train:** To ensure that your match amount is added to your fundraising total, please share the following information with your Smile Train point of contact or reach out to community@smiletrain.org. If possible, please add attn: Community (or the name of your Smile Train ambassador group) to the payment itself.
 - Method of payment (wire, check, etc.)
 - Amount donated and matched
 - Screenshot of your company portal's confirmation page once your gift has been submitted.

Payroll deductions: Charitable payroll deductions allow employees to automatically donate a set amount from their paycheck to a chosen charity. These deductions often come with tax benefits, as contributions are made with pre-tax dollars. Many large companies support this giving method as part of their corporate social responsibility efforts.

To find out if your company offers charitable payroll deductions, check with your HR department or benefits coordinator. Information may also be available in the employee handbook, HR portal, or on the company's intranet and CSR reports.

Workplace fundraiser: Workplace fundraisers strengthen employee engagement, enhance corporate social responsibility (CSR), and improve company culture by promoting collaboration and shared values.

1. Brainstorm: Decide the type of fundraiser that you would like to organize and discuss with your manager and/or HR team. See below for examples.

Event focused

- Themed Lunch or Potluck: Organize a themed lunch or potluck where employees pay to participate.
- Host a Trivia competition: Put your colleagues' knowledge to the test by hosting a trivia competition in or near the office and donate team ticket sales.
- Bake Sale: Employees bake and sell goods, donating all proceeds
- Office Olympics: Crank up the competition in the workplace by holding an office Olympics including events such as a talent show or bin basketball.
- More PTO, More Smiles: - Hold an office raffle and raise funds for a prize that is sure to be popular — an extra day of PTO!

° More ideas can be found here: [25 Ways to Support Smile Train](#)

Education and awareness focused

- Share your story: Why are you supporting Smile Train? Send an email or intranet message to your colleagues sharing your connection to Smile Train along with a link to your online fundraising page.
- Ask HR if you can put a Smile Train donation box in your reception area. Place an 8.5x11 sign next to it which details what Smile Train is, why you are raising funds alongside a QR code for people to donate to your online fundraising page.
- Host a Smile Circle:- These virtual or in-person sessions provide a comprehensive overview of Smile Train's work, offer insights into the real-life impact our programs are making every day, and highlight the global reach of our supporters' contributions. Learn more [here](#).
- Host a screening: Organize a screening of "Smile Pinki," the Oscar® winning documentary, or our newest film "Every Day After". Learn more [here](#).

1. Set a target and set up a page: Setting a fundraising goal will motivate people to support you.

If collecting funds online, create your own fundraising page.

Check out our step-by-step guide for how to set up your own page.

Access your online fundraising page anytime, anywhere by downloading the DonorDrive Charity Fundraising App for [Apple](#) or [Android](#).

Check out our mobile app user guide [here](#).

2. Order Smile Train fundraising materials and access downloadable resources. Below are videos about Smile Train's programs. Our full video library can be accessed on our YouTube page.

- [Journey to a New Smile](#) 1:44
- [Smile Train - Comprehensive Cleft Care](#) 0:48
- [Smile Train's 2 Millionth Patient](#) 6:57
- [Eight Years Later, Osawa, Our One-Millionth Patient, is Still Smiling](#) 2:46
- [Smiling at the End of the World](#) 3:16
- [Smile Train | Power of a Smile](#) 1:00
- [It Starts with a Smile](#) 5:18

3. Update us! Please tell us how your event or fundraiser went and don't forget to share any photos or videos that you captured. We love to share supporters features on our social media channels.

4. Send in any offline donations that you collected. These can be mailed to:
Smile Train
Attn: Community (or your Smile Train contact)
633 Third Ave, 9th Floor
New York, NY 10017

5. Thank your supporters: Be sure to thank your supporters who helped make your fundraising a success and let them know how their donations are helping change the world one smile at a time.

