2020 TEAM LEADER TOOLKIT

AIDS Walk & Run San Diego
Monday, September 21 - Sunday, September 27, 2020
Harvey Milk and Normal Street

Complete the AIDS Walk & Run Course On Your Schedule

WWW.AIDSWALKSD.ORG

Questions?
Email **teams@thecentersd.org** or call **619-736-7085**

AIDS WALK & RUN SAN DIEGO
P.O. Box 3357, San Diego, CA 92103 P: 619.692.2077 F: 619.260.3092 www.aidswalksd.org
AIDS Walk & Run San Diego is a program of The Center, a 501(c)3 nonprofit organization. Tax ID# 23-7332048

A HUGE Congratulations to last year's Top Teams in each division.

WILL YOUR TEAM WIN THIS YEAR?

2019 TEAM OVERALL
Sempra Energy/San Diego Gas and Electric $29,484.00

2019 FRIENDS AND FAMILY TEAM
Bec's Besties $ 5,713.00

2019 SOCIAL OR SPORTS CLUB
Wednesday Night Social Club and Walking for Memories $13,960.00

2019 FAITH-BASED TEAM
Metropolitan Community Church $2,822.00

2019 SMALL BUSINESS TEAM
MO's Universe // RED Dress $20,503.00

2019 NON-PROFIT AND HEALTHCARE TEAM
San Diego Gay Men's Chorus $4,439.00

2019 COLLEGE/UNIVERSITY TEAM
UC San Diego $5,879.00

2019 CORPORATE TEAM
Solar Turbines $5,695.00

2019 GOVERNMENT TEAM
Councilmember Chris Ward $1,791.00

2019 TOP HIV/AIDS SERVICE PROVIDER TEAM
San Ysidro Health $15,432.00

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AIDS WALK & RUN SAN DIEGO 2020

TEAM LEADER CHECKLIST

THE ROLES OF A TEAM LEADER ARE TO:

- ☑ Register your team with AIDS Walk & Run San Diego. You can do this by going to www.aidswalksd.org, and selecting "register" then "create a new team." If online isn't your thing, contact us via phone at 619-736-7085, or via email at teams@thecentersd.org.
- ☐ Register participants on your team. Team members must register individually. Team members can register and participate on their terms by walking or the running. If you pre-register 10 or more participants by Friday, September 25, your team qualifies for the highly-coveted virtual yellow shoe placard, and will receive a shout-out during the virtual opening ceremony.
- ☐ Get to know our Online Fundraising Tools. Go online to www.aidswalksd.org to sign in and create a username and password. You can access your account by clicking on the "Fundraising Page" (top right hand corner drop down), then click on "Manage" (top right hand corner). You can set fundraising goals, upload photos of your team or those you are walking in memory of, and share the reasons you are participating in AIDS Walk & Run. Make it your own! Upload your personal address book to send emails to family, friends, coworkers, classmates and more asking them to join your team or to donate by using the templates provided for you.
- ☐ Collect Donations. Donations can be collected and turned in prior to the walk. Donations can be made easily online through each walker's page, team page or turned in the week of AIDS Walk & Run San Diego at The Center. Funds turned in on or before Monday, October 5 will count towards your fundraising total.
- ☐ Distribute materials in person if possible, or online. AIDS Walk & Run San Diego posters are available free of charge and will be available online as well. Advertise your team's involvement at your gym, church, or in your office break room. Create your own graphic! Ask us for our digital toolkit.
- ☐ Motivate. As the team leader, it is your job to encourage and assist your team members in maximizing their fundraising potential. Throw virtual parties, send emails through your online team headquarters, personally phone team members, or hold zoom team meetings — whatever it takes to make the most of the team experience!
- ☐ Stay Connected — not only with your team, but with the AIDS Walk & Run San Diego staff! You are the point of contact for your team, so don't be shy about sharing information with them and us. We love to hear about the progress of our teams, so share your successes! If you've got a story for us, email **teams@thecentersd.org**
- ☐ Complete the AIDS Walk & Run San Diego route anytime between Monday, Sept. 21 and Sunday, Sept 27. By doing it this way, you'll be able to Walk or Run on your own time, at your own pace, and with your own "socially-distant flair'". This week will be a time for fellowship outside the work or school environment, and it's a great reason for family and friends to show support for loved ones who are fighting Hiv/AIDS, or walk in memory of those we have lost.
- ☐ Fundraising Deadline: Monday, October 5. Remind your teammates to collect any pledges that were not pre-paid and turn them into AIDS Walk & Run San Diego. Donations collected through Monday, October 5, will count towards individual and team totals.
- ☐ We hope this packet will prove useful to you in your recruiting and fundraising efforts. If you have questions, please don't hesitate to call (619) 619-736-7085. Thanks again for supporting the largest AIDS fundraiser in San Diego!

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AIDS WALK & RUN SAN DIEGO 2020

FREQUENTLY ASKED QUESTIONS

Q: **WHERE DOES AIDS WALK & RUN SAN DIEGO TAKE PLACE?**

A: AIDS Walk & Run San Diego will take place between, Monday, Sept. 21 – Sunday, Sept. 27, 2020, whether you choose to run in your neighborhood or run or walk the traditional AIDS Walk route is up to you!

Q: **IS THERE A FEE TO REGISTER?**

A: A $35 minimum donation for all registrants. The first 300 registrants will receive a neck gaiter!

Q: **WHAT IS THE SCHEDULE FOR THE AIDS WALK & RUN SAN DIEGO?**

A: There will be a virtual opening ceremonies event happening on Saturday, September 26, 2020.

Q: **HOW LONG IS THE AIDS WALK & RUN SAN DIEGO?**

A: AIDS Walk & Run San Diego consists of a timed (3.9 mile) Run and a (3.9 mile) walk route. Most participants complete the walk in 1.5 to 2 hours.

Q: **WHERE DOES THE MONEY GO?**

A: Funds from the walk are combined with donations from other philanthropists and foundations to qualify for matching funds and are then granted out to HIV/AIDS service and education providers through AIDS Walk & Run San Diego. Since 1989, AIDS Walk & Run San Diego has raised more than $9 million for local HIV/AIDS service providers in San Diego County.

Q: **WHAT IS A TEAM?**

A: Teams are comprised of walkers representing a variety of companies, schools, churches, or organizations in San Diego County. There are also many family and friends teams that participate, some of whom walk in memory of those they have lost. Teams can range in size from two to hundreds of walkers and runners. Teams that register 10 or more participants (or raise $1,000) by Friday, September 25 (9:00 AM), will be presented with the highly-coveted virtual yellow shoe placard with the team name emblazoned on it, and will receive a shout-out during the virtual opening ceremony.

Q: **WHAT ARE MY RESPONSIBILITIES AS A TEAM LEADER?**

A: A team leader's role is to recruit, inspire, and motivate people to register for the run or the walk. They will also promote team participation; a team leader's first task is to spread the word to friends, family, coworkers, classmates and more that your company/school/etc. is participating in AIDS Walk & Run San Diego and to recruit as many walkers and runners as possible. After walkers begin to register, following up is key to fundraising success.

Each Team is registered in a division that you choose when registering. Awards are given to each top fundraising team in each category.

Q: **HOW CAN I PROMOTE AIDS WALK & RUN SAN DIEGO AT MY COMPANY/ORGANIZATION/SCHOOL/CHURCH?**

A: We suggest doing one or more of the following:

- Form an AIDS Walk & Run San Diego team committee and enlist co-leaders to help get the word out to more people.
- Send out an email with a link to your team page. This can be a personalized link when you log into your "Fundraising Page" and select the "Manage" tab. Once members register they will have access to www.aidswalksd.org where runners and walkers can register, create personal web pages and send out fundraising e-mails.
- Put up posters in cafeterias, near elevators, on community bulletin boards, or share virtually. BONUS: Include your team name!
- Schedule a virtual HIV/AIDS Awareness Day at the workplace with an AIDS Walk & Run San Diego registration link you can share.
- Host a virtual AIDS Walk & Run San Diego Team kick-off brunch, virtual cocktail party, or socially distant gathering.
- Find someone in senior management that supports the team and have that person write a personal appeal to all employees urging them to register.

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- Send out registration reminders and encouragement in the form of follow-up emails, memos, voice-mails, or newsletters and thank you cards!
- Share your current team roster (available online at www.aidswalksd.org), along with one of our virtual signs asking people to join the team or sponsor a participant from the list.

Q: **HOW CAN MY TEAM RAISE MONEY?**

A: We suggest doing one or more of the following:

- Encourage team members to register family and friends as part of your team. Invite vendors, clients and customers to raise money and walk with your team. The more the merrier!
- Encourage your team members to hit that $100.00 mark! 10 for 10. Ask 10 people to donate $10.00
- Set up your team web page at www.aidswalksd.org and encourage your teammates to create their own page for their fundraising efforts. Personalize pages and then email to friends, family, co-workers, neighbors and classmates asking for a donation to help you reach your goal. Each email contains a link to your fundraising webpage ready and secure for online donations.
- Many employers may support the team by making a team donation or by sponsoring each eligible walker with a matching gift of set amount. Please see the section below for more about organization matching gifts. Some programs match their employees' pledge sheet dollar for dollar. Other companies offer a dollar for dollar match on donations of $25 or more. Investigate your company's Matching Gift Program. And remember to ask everyone who sponsors you if their company has a matching gift program.
- Offer prizes or incentives for top walkers, such as future theatre or baseball tickets, a day of paid time off, a free lunch or dress-down privileges.
- Sell red ribbons or create and sell AIDS Walk & Run San Diego Team T-shirts. If you do not want to sell team T-shirts, require walkers to raise a specific amount of money before they qualify for a free T-shirt.
- If you have offices in other cities, ask those locations to sponsor your team.

Q: **IF SOMEONE REGISTERED FOR AIDS WALK & RUN SAN DIEGO AS AN INDIVIDUAL, CAN THEY STILL JOIN OUR TEAM?**

A: Yes! Call AIDS Walk & Run San Diego at 619-736-7085 with the participant's name, address, phone number and email address and ask to have the participant transferred to your team. It's that easy!

Q: **HOW DO I GET AN UPDATED TEAM ROSTER?**

A: Team Rosters are available on your team's homepage at **www.aidswalksd.org**. Visit your team's webpage frequently to view participants and track fundraising performance. Rosters are also available by phoning AIDS Walk & Run San Diego at **619-736-7085** or by email at **teams@thecentersd.org**.

Q: **WHAT IS THE FUNDRAISING DEADLINE?**

A: Contributions (including corporate matching gifts) must be received by the AIDS Walk & Run San Diego office before 5 pm on Monday, October 5 to count toward your team's total. We will gladly accept contributions after that date, but they cannot be credited to specific team or individual fundraising totals.

Q: **WHERE DO I SEND IN OUTSTANDING PLEDGES AFTER AIDS WALK & RUN SAN DIEGO?**

A: Please collect any pledges that were not pre-paid and send them by Monday, October 7 to:

AIDS Walk & Run San Diego
PO Box 3357
San Diego, CA 92163

**Please be sure your name, address and team affiliation are on the envelope.*

Q: **WHAT IF MY QUESTION IS NOT ANSWERED HERE**?

A: Call the AIDS Walk & Run San Diego San Diego office at **619-736-7085**. You can also email **teams@thecentersd.org**

Q: **HOW TO FIND TEAMMATES EMAILS?**

A:

How to get your teammates' emails: To see the email addresses of your teammates, select the *Teammates* tab. Then *scroll to your teammates > select the checkboxes next to the teammates > select the Copy email addresses button* that appears.

AIDS WALK & RUN SAN DIEGO 2020

TEAM RECRUITMENT IDEAS

- Secure executive management support! Ask your company/organization president, department head or HR department to sign a memo or send an email to all of your employees/members asking them to register and raise funds.
- Identify a co-captain and/or set up a committee who can assist you with you recruitment efforts.
- When you recruit each team member, help them register for the walk and for your team immediately.
- Set a goal of meeting five new people in your company/organization and recruiting them for your team.
    - Investigate your company's volunteer programs and make sure AIDS Walk & Run San Diego is on this year's calendar — Monday, Sept. 21 – Sunday, Sept. 27, 2020. (Volunteers who raise funds receive full credit for completing the Walk.)
- Have a recruitment drive in a common place once a week.
- Make announcements in weekly newsletters or e-mails. Include the names of all the people who have registered for your team each week and encourage co-workers to sponsor someone they know from the list or to register themselves!
- Designate a certain day as "AIDS Walk Day" and give out virtual red ribbons to each person who signs up for your team. Acknowledge participants when they hit a milestone. $100, $250, $500 etc.
- Encourage friendly competition between departments/floors/buildings.
- Invite vendors to participate with your team if their company doesn't already have an AIDS Walk team.
- Write a personal appeal to all of your friends and family telling them why you are walking. Ask them to join you by registering and raising money for the fight against AIDS!
- Assign co-captains for every floor/building of your company/organization and set a goal of walkers per captain each week. Make it a competition!
- Make an AIDS Walk & Run team T-shirt and offer it as an incentive for those who register and raise a pre-determined amount of money. Setting a minimum goal of $100 for team members is a great starting point.
- Throw a virtual party! Raise money! Ask guests to register for your AIDS Walk Team!
- Keep an updated list of your team's walkers and their fundraising totals on your company/organization's bulletin board. Include your name and number for more information.
- Ask your Human Resources Department to write a letter to all employees encouraging them to participate as part of the team.
- Host an AIDS Walk "Dress-Down" Day. Everyone who registers for AIDS Walk & Run gets to dress casual for a day!
- Use memberships to certain organizations such as clubs, fitness centers, teams, churches, etc. to get the word out about your team.

Call us at 619-736-7085 if you need more recruitment ideas! Add us to your email/mailing lists so we can receive copies of your work — we'd love to show off your work at virtual Team Leader Workshops!

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AIDS Walk & Run San Diego Team Recruitment Cards

Register today for the

_____

AIDS Walk Team!

To register:

1.) Go to **aidswalksd.org**

2.) Click on “Register” then “Join a Team”

3.) Choose your team

4.) Follow instructions and you’re in!

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_____

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AIDS WALK & RUN SAN DIEGO 2020

BOOST YOUR BUCKS FOR AIDS WALK & RUN!

SET A GOAL

Contact your Team Coordinator, set a fundraising goal – aim high – and achieve it. By utilizing the tips here, you can reach and surpass your fundraising goal and help those living with HIV and AIDS in our community!

If you gave us an email address when registering, you will receive a link to a donation page, which you can personalize and use to accept online credit card contributions from family, friends, classmates, coworkers and more. Upload your address book and send an email to everyone. Invite them to make a donation by going to your AIDS Walk & Run donation page. If you haven't received your user name and password or if you didn't give us an email address when registering, please call **619-736-7085** or email **teams@thecentersd.org** and we'll get you started today!

USE SOCIAL MEDIA

Customize your personal fundraising page with a custom URL link. Post that link asking for donations on your Facebook page and other social media outlets. Send a private messages to friends asking for a $10 donation. Post on their wall about your participation.

DISPLAY A POSTER

Display an AIDS Walk & Run San Diego poster online, or at your workplace, apartment complex, or mailbox to promote your involvement in the event. Put one above your desk at work or in the coffee/break room. Hang one on your apartment door or in the laundry room of your building (or even slide a flyer and envelope under neighbor's doors requesting a donation for the Walk). If you are in school, put a poster on your locker, in the bathrooms, main office, commons, counseling office and classrooms. Posters are an excellent way for people to sponsor you.

USE VOICEMAIL AND EMAIL

Some of our walkers have great success in getting sponsors by changing the outgoing message on their answering machines and adding their donation page link to their email signatures. Simply include in your outgoing message or email signature that you will be participating in AIDS Walk & Run and are looking for sponsors.

RAISE MONEY AT YOUR WORKPLACE

Your workplace is one of the best places to raise money. Be visible about asking for sponsors. When people see their co-workers and management sponsoring you, they'll pitch in! If you work in an office and have access to your company's email, voice mail or computer bulletin boards, use these methods of communication to spread the word about AIDS Walk & Run.

INVOLVE YOUR FRIENDS

Ask each of your sponsors to ask at least one other person for a contribution. This way you collect two checks from each sponsor.

THROW A VIRTUAL PARTY

Have a virtual party and ask everyone for an AIDS Walk & Run San Diego donation! Remind them that this is for a good cause — they may pitch in more money than your suggested donation! One walker did this and raised $2,500 in just one evening.

EMAIL SIGNATURE

Include an AIDS Walk logo or picture and link to your fundraising page in the signature area of your email. Do something eye catching!

FUNDRAISERS

Many different restaurants and bars may be open to supporting your team fundraising, which provides great visibility for them. Other socially distant gatherings may also be a hit, like organizing a hike, hosting a beach day, or pool get together. A team once raised over $10,000 from two fundraisers.

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FUNDRAISING MADE EASY WITH JUST A COUPLE CLICKS!

Did you know that you can raise **THREE TIMES more money** by fundraising online!
Take advantage of **AIDSWalkSD.org**, an online tool that will maximize your fundraising efforts.

TO REGISTER:

- AIDSWalkSD.org
- The middle of the page, click on **"Join a team".**
- Search for our team name. When our team pops up, **click it**. Verify correct team.
- Follow prompts until completion.
- You are now officially registered with **[TEAM NAME]**!

ONCE REGISTERED:

- Log into your Personal Fundraising Page by clicking the "**Fundraising Page**" button at the top toolbar.
- Design and personalize your page by sharing your story (why are you walking and your fundraising goal) and adding photographs. Click the "Manage" tab (top right had corner).
- Become a Fan on Facebook at **facebook.com/AIDSWalkSD** for fundraising tips, reminders and exciting updates on the Walk
- Share your AIDS Walk Fundraising page on Facebook and Twitter.
- Email people about your participation from your page. You can customize a personal email to all of your friends, family, and colleagues. This is the most important part of your fundraising!
- Add images.
- Add videos from YouTube.

HAVE FUN!

DON'T FORGET TO SAY THANK YOU!

A simple **"thank you"** goes a long way in recognizing those who contributed to your team, whether it be someone who joined your team or made a donation!

- Send thank you notes to donors. If sending electronically, include pictures of your team from the day of the walk.
- Send notes to team members with team standings and event results.
- Send emails to those who didn't donate to you. Share your experience with them and let them know they can still donate.
- Host a team wrap-up virtual party or socially distant outdoor gathering.
- Keep your team members engaged and start brainstorming ideas for next year's walk!

DON'T FORGET TO GIVE THANKS!

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SAMPLE EMAIL / MEMORANDUM

Use this sample team recruitment email and send to your contacts. *The concept is simple: The more Walkers you have on your team, the more money you raise, bringing the team to the qualifying level for the BIG yellow shoe and team meeting station.*

Subject Lines: Please join me, Walk with us, and Join us in AIDS Walk & Run San Diego

[Company or Organization Name] will Fight HIV/AIDS in San Diego this September!

[Company or Organization Name] has committed to participate in the **31th annual AIDS Walk & Run San Diego**. We will join efforts with hundreds of teams and thousands of fundraising runners and walkers the week of **September 21-27, 2020**.

AIDS Walk & Run San Diego is the single largest HIV/AIDS fundraiser San Diego. The annual event consists of a **5K Walk** (4-miles) a **timed 5K Run**. Funds raised provide essential services - food, shelter, healthcare, and counseling and transportation assistance - to a majority of the 18,000 women, men and children battling HIV/AIDS in San Diego County. AIDS Walk also serves as an important vehicle for HIV education and prevention.

Our AIDS Walk & Run team leader is ***[Team Leader's Name, extension]***. Contact ***[Team Leader's First Name]*** with any questions about AIDS Walk & Run, if you need to register or if you wish to transfer your family and friends to the ***[Company or Organization Name]*** Team.

Registration information: **It's easy to do everything online**. You can raise three times more money by using our online fundraising portal on the AIDS Walk website.

To register online:

- Visit aidswalksd.org
- In the middle of the page, click on "Join a team"
- Search for our team name. When our team pops up, click it. Verify correct team
- Follow the steps
- You are now officially registered with **[team name]**!
- Personalize your page – upload a picture and tell people why you're walking. Share your story.
- Upload your contacts (AOL, Gmail, Hotmail, Outlook, etc) - it's easy! Send an email with a link to your page. Tell people your story and why you're walking!

ALL SET! HAVE PROBLEMS?? CALL 619-736-7085 OR EMAIL TEAMS@THECENTERSD.ORG

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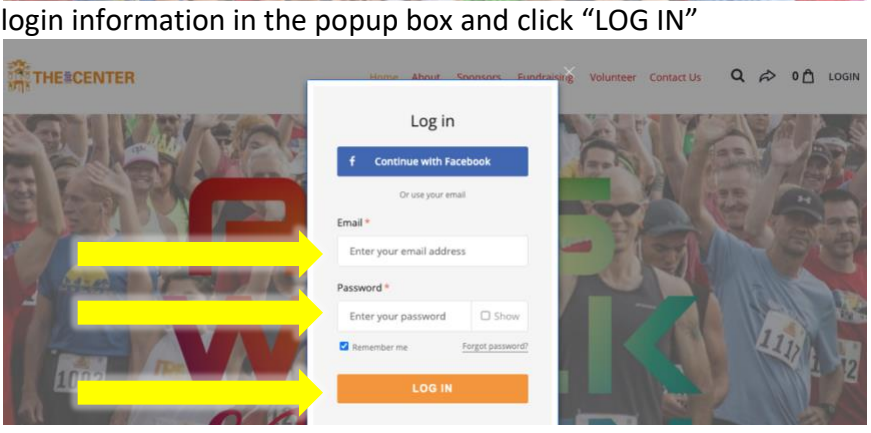
HOW TO FIND YOUR PAST DONORS

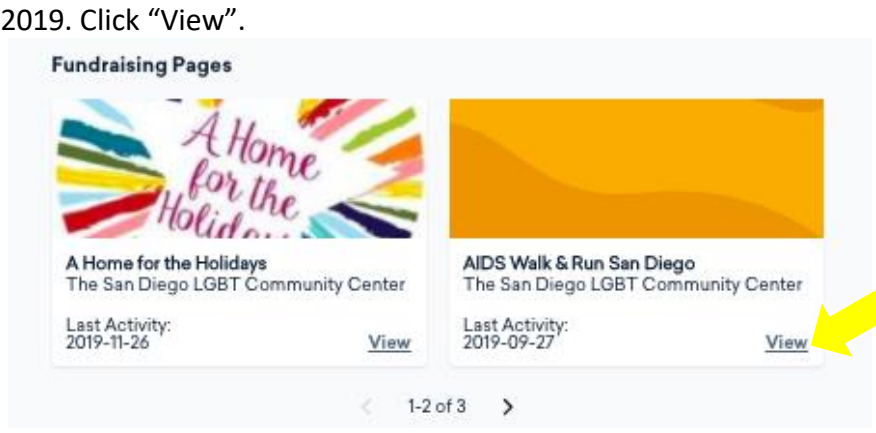
1. Visit aidswalksd.org
2. In the top right corner, click “LOGIN”

3. Fill in your login information in the popup box and click “LOG IN”

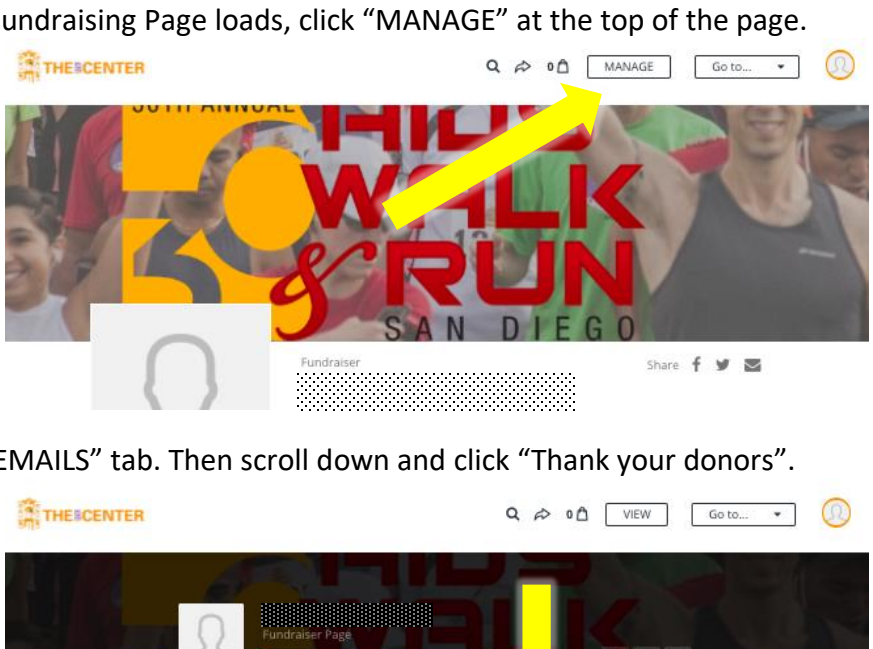


4. Go back to the top right corner, hover over the profile icon and select “My Profile”.

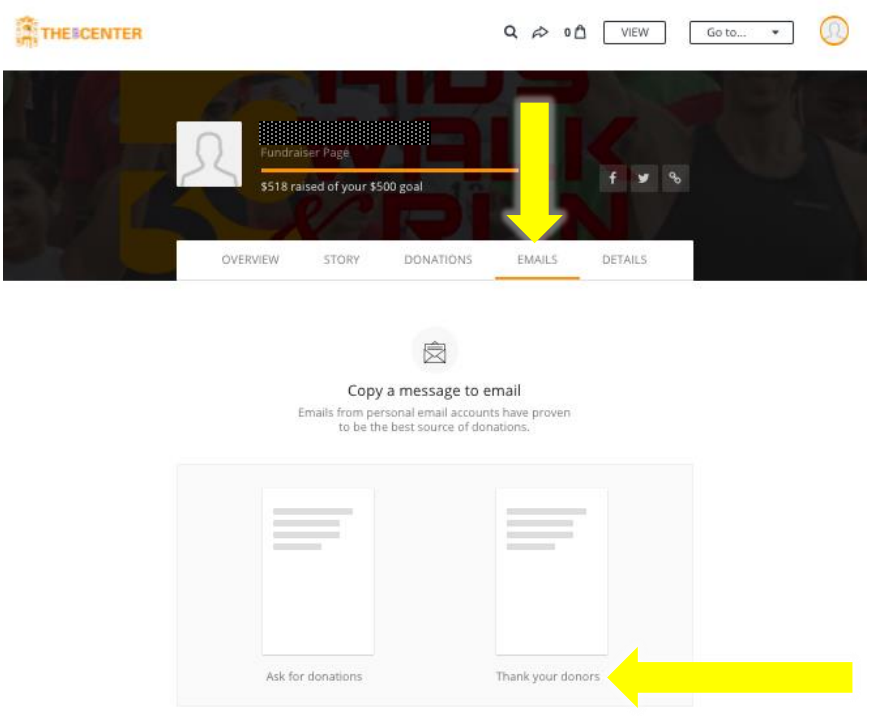
5. Scroll down to where your “Fundraising Pages” are locate AIDS Walk & Run San Diego 2019. Click “View”.



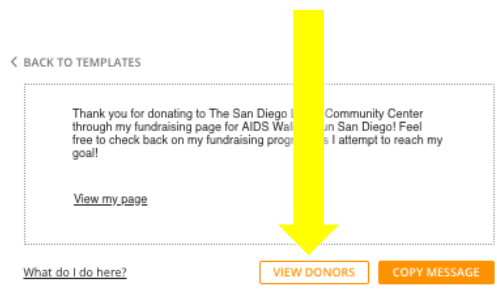
6. Once the Fundraising Page loads, click “MANAGE” at the top of the page.



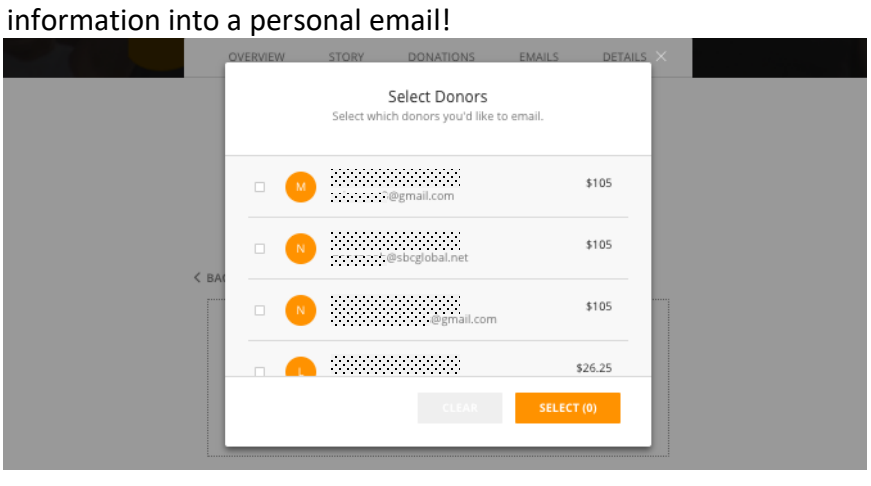
7. Click the “EMAILS” tab. Then scroll down and click “Thank your donors”.



8. Scroll down and click “VIEW DONORS”.



9. In the popup window you will see all the individuals who donated to you, how much was given and their email address. From here you can copy and paste their information into a personal email!



AIDS WALK & RUN SAN DIEGO 2020

MATCHING GIFTS

❶ **LEARN THE MATCHING GIFT POLICY OF YOUR COMPANY.**	Contact the appropriate Human Resources representative. When you obtain Matching Gift forms, inquire whether your company is willing to match all pledges by the team as a whole. This is usually an exception to the matching gift program of most companies. If your company is receptive to the idea, it would greatly simplify the matching gift process and increase eligible matching funds.
❷ **INFORM SPONSORS OF THE POLICY TO MAXIMIZE MATCHING.**	Tell all potential sponsors what your company's rules are. Often a minimum contribution is required to obtain the match (e.g. $25). Other programs match $1 for $1 of an eligible employee's pledge sheet. Sponsors will often reconsider and increase their level of giving when they know that the money will be matched!
❸ **MAKE IT EASIER FOR YOUR SPONSORS BY OBTAINING COPIES OF THE MATCHING GIFT FORM AND PARTIALLY COMPLETING THE FORMS FOR THEM.**	Usually there is standard information on the matching gift form that you can fill out in advance (such as the name and address of the recipient organization). Often the standard form can be photocopied, so you can be prepared with partially completed forms that sponsors can fill out with their specific information. Check before you make copies, as some companies will only accept original forms. It is also a good idea to carry the forms with you and get your sponsors to fill them out and sign them on the spot. A good time to do this is when they are writing their check. If you leave this process to the sponsor, it can fall through the cracks, so get the completed form with the check and bring it to AIDS Walk.
❹ **READ YOUR MATCHING GIFT FORM CAREFULLY. MAKE SURE YOU FILL IT OUT COMPLETELY.**	Most forms are divided into two parts, a section for the donor/sponsor to complete, and a section for the benefiting organization to fill out. If your company needs you to fill in the AIDS Walk address, please use this one: **AIDS Walk San Diego** **PO Box 3357** **San Diego, CA 92163** Using other addresses on Matching Gift forms can result in your company's matching check being incorrectly assigned. Some companies require the benefiting organization to enclose a copy of the donor/sponsor's check or online donation receipt (if using credit card) with the Matching Gift form. It is the responsibility of each donor/sponsor to provide these copies, as the bank cannot provide this service, and there will be no photocopying facilities available at the AIDS Walk. You can help us avoid delay by photocopying each check and stapling these copies to each individual Matching Gift form prior to signing in at the AIDS Walk.
❺ **IF YOU HAVE ANY QUESTIONS, OR IF ANYTHING RELATED TO MATCHING GIFTS IS UNCLEAR.**	Contact your Human Resources Department or call AIDS Walk San Diego at 619-736-7085

AIDS WALK & RUN
P.O. Box 3357, San Diego, CA 92103 P: 619.692.2077 F: 619.260.3092 www.aidswalksd.org
AIDS Walk & Run is a program of The Center, a 501(c)3 nonprofit organization. Tax ID# 23-7332048

AIDS WALK & RUN SAN DIEGO 2020

MATCHING GIFTS : COMPANIES

MATCHING GIFTS CAN EASILY DOUBLE YOUR MONEY!
The list below is just a sampling of the companies offering employee matching gift programs.
Find out if your company does by contacting your Human Resources department today!

3Com Corporation
3M Foundation
Abbott Laboratories Fund
Adaptec, Inc.
Adobe Systems, Inc.
Advanced Fibre Communications
AES Corporation
Aetna Foundation
Air Products & Chemicals Inc.
Alex Brown & Sons, Inc.
Alexander & Baldwin Foundation
Allendale Mutual Insurance
ALZA Corporation
American Express Foundation
American International Group, Inc.
Ameritech
Anchor Brewing Company
Aon Foundation
ARCO Foundation
Arkwright Foundation, Inc.
Arthur J. Gallagher Foundation
Aspect Telecommunications
AT&T Foundation
Autodesk, Inc.
Automatic Data Processing, Inc.
Axa Foundation
Bakar, Gerson Foundation
Bank of America Foundation
Bankers Trust Foundation
Barclays Global Investors
Barnes Group Foundation, Inc.
Baxter Allegiance Foundation
Becton Dickinson & Company
Bell Atlantic Foundation
Bell-Carter Olive Company
Berkeley Systems, Inc.
Best Foods
Blauvelt Demarest Foundation, Inc.
BMO Harris Bank
Boeing
Boole & Babbage, Inc.
BP Amoco Corporation
Broderbund Foundation
BTW Consultants, Inc.
Business Wire
Butler Manufacturing Company
Cadence Design Systems, Inc.
California HealthCare Foundation
California Wellness Foundation
Capital Group Companies
CarMax
Caterpillar Foundation
Champion Int'l Corporation
Chase Manhattan Foundation
ChevronTexaco
Chubb & Son, Inc.
Ciena Corporation
CIGNA Foundation
Circuit City Foundation
Cisco Systems, Inc.
Clorox Company
CMP Media, Inc.
CNA Insurance Company
Colgate-Palmolive Company
Compton Foundation, Inc.
Consolidated Natural Gas Company
Cooper Tire & Rubber Company
Corning Inc. Foundation
Cowell Foundation
Cray Research Foundation
Crump Insurance Services, Inc.
Cultural Homestay International
Danforth Foundation
David & Lucille Packard Fndn
Del Monte Foods
Deluxe Corporation Foundation
Deutsche Bank Americas Foundation
Dow AgroSciences LLC
Dow Corning Corporation
DST Systems, Inc.
Duty Free Shoppers Group Ltd.
Ecolab, Inc.
Electronic Arts, Inc.
Eli Lilly & Company Foundation
Emerson Electric Company
Equitable Foundation
Ericsson
Everen Foundation
ExxonMobil
Fannie Mae Foundation
Federated Department Stores, Inc.
Fidelity Investments
Fleet Boston Financial Foundation
Flora Family Foundation
FM Global Foundation
Fort James Foundation
Freddie Mac Foundation
Freedom Forum
Gannett Foundation
Gap Foundation
Gartner Group, Inc.
Genentech, Inc.
General Electric
General Mills Foundation
General Re Corporation
Georgia-Pacific Corporation
Gillette Company
GMAC Commercial Mortgage
Guidant Foundation, Inc.
Evelyn and Walter J. Haas Fund
Hambrecht & Quist Group
Harder & Company
Heublein Foundation, Inc.
Hewlett-Packard
William and Flora Hewlett
Home Depot
Honeywell Foundation
Houghton Mifflin Company
Household International
Hyperion Solutions Corporation
IBJ Foundation, Inc.
IBM Corporation
IKON Office Solutions Foundation
Illinois Tool Works Foundation
International Data Group, Inc.
InterPacific Group, Inc.
Intuit
Irvine Foundation

Times Mirror Foundation

J.P. Morgan & Co., Inc.
John Hancock Mutual Life Insurance
John Wiley & Sons, Inc.
Johnson & Johnson
Joseph E. Seagram & Sons, Inc.
K/P Corporation
The Henry J. Kaiser Family
Kaplan, Inc.
W.K. Kellogg Foundation
Kemper Group Corporation
John S. & James L. Knight Fndn
Kochis Fitz
Komag, Inc.
Lam Research Corporation
Legacy Marketing Group
Lend Lease Real Estate Investments
Levi Strauss Foundation
Lexis Publishing
Lithotype
Logistix
Lotus Development Corporation
Lucent Technologies
Macromedia
Macworld Communications, Inc.
Mal Warwich & Associates, Inc.
Marin Community Foundation
Massachusetts Financial Services
MasterCard International, Inc.
McGraw-Hill Companies
McKinsey & Company Inc.
Mellon Bank Corporation
Merck Company Foundation
Merrill Lynch & Company
Microsoft Corporation
Millipore Foundation
MMI Companies, Inc.
Mobil Foundation Inc.
Monsanto Fund
Moody's Corporation Foundation
Morrison & Foerster Foundation
Morton International, Inc.
Motorola Foundation
MRW & Associates, Inc.
Nalco Chemical Company
National Semiconductor Corp
National Starch & Chemical
NCR Foundation
Network Associates
New Energy, Inc.
Norcal Mutual Insurance
Nordstrom Corporation
Northern Trust Company
Norton Company Foundation
Novartis US Foundation
O.Donnell Associates North, Inc.
Olin Corp. Charitable Trust
Oracle Corporation
OTA Limited Partnership
PNC Foundation
PBG Matching Gifts
PCW Communications, Inc.
Peninsula Community Foundation
Pfizer
Philip Morris, Inc.
Pitney Bowes, Inc.
PPG Industries Foundation
PQ Corporation
Provident Companies, Inc.
Prudential Foundation
Quaker Oats Foundation
QUALCOMM
Quantum Corporation
Raychen
Royal & SunAlliance DPIC
SAFECO Insurance Companies
Sallie Mae
San Francisco Foundation
SBC Foundation
Schwab Corporate Foundation
Scudder Kemper Investments, Inc.
Sentry Insurance Foundation
Shaklee Corporation
Silicon Graphics Computer Systems
Simpson Manufacturing Company
Smart Modular Technologies
SmithKline Beecham Foundation
Sonoma County Community
Sony USA Foundation, Inc.
Soros Fund Management
Spencer Foundation
Sprint Foundation
Square D Foundation
St. Paul Companies, Inc.
State Street Bank & Trust Company
Stream International
Stuart Foundation
Sun Microsystems Foundation
Susquehanna Partners, G. P.
Symantec Corporation
Tandy Corporation
Tektronix Foundation
Tenet Healthcare Foundation
Textron, Inc.
Thomas J. Lipton Foundation
Transamerica Corporation
U.S. Bancorp Foundation
U.S. West Foundation
UBS Realty Investors Ltd.
Unilever United States, Inc.
Union Pacific Railroad
Union Texas Petroleum
Uniphase Corporation
Unisource Foundation
United Defense
United Technologies Corporation
UPS Foundation
US Fidelity & Guaranty Corp.
Veritas Software Corporation
W. P. Carey Company, Inc.
W. W. Grainger, Inc.
Washington Mutual Foundation
West Group
Western Payments Alliance
Westinghouse Electric Corporation
WMX Technologies, Inc.
Working Assets Funding Service
Xilinx Corporation
XiNET
Yahoo!