

# 3M Volunteer Match



## 3M Community Giving

### **New!**

- \* Match increases to \$250**
- \* Employee volunteer hours decrease to 20**
- \* Beginning with 2009 volunteer hours**

To thank you for sharing your time and expertise with your community, your volunteer hours will be matched. 3M Volunteer Match provides \$250 3M Foundation grants to schools and eligible nonprofit organizations where 3M employees serve a minimum 20 hours and 3M retirees serve 25 hours in a calendar year. 3M volunteers are eligible for one match per year.

### **Easy Online Process**

- After completing 20 hours (employee) or 25 hours (retiree) or more of volunteer service, log onto <http://www.3Mgiving.com>. On the right side of the screen, under "Employee/Retiree," click on "Matching Gift Programs."
- Follow the First Time User information to set up your personal 3M account. [Note: If you have participated in any 3M Matching Gift program previously, use the same password.] Enter your 8-digit employee number (01 \_\_\_\_ \_), or if you have a 5-digit number, enter 010 \_\_\_\_ \_). Enter your e-mail address as you will receive an e-mail to confirm your password. If you do not have an e-mail address, use [tempmg@mmm.com](mailto:tempmg@mmm.com).
- If you participated in Volunteer Match in the past, your personal history will appear. You may select an organization from your list or search for another eligible organization. If your organization's name does not appear or you aren't able to select it, click on "Nominate." Your organization will be reviewed against program guidelines, and you will be notified of the outcome.
- Complete the required information. Print two copies of the Volunteer Match coupon. Retain one for your records.
- Take or mail the second coupon to your volunteer organization. Your part is done!
- The organization will go online and enter the Gift ID number from your coupon, verifying your volunteer hours.
- Keep your password in a safe place. You may want to go back into the system to check your volunteer history, track when your time is verified by the organization and matched by 3M, and to enter future volunteer time.
- Frequently Asked Questions are posted under "Need Support."



See next page

## Who Can Participate?

- Regular full-time and regular part-time U.S. employees of 3M and its domestic subsidiaries who are on the payroll at the time of the volunteer service.
- U.S. retirees, pre-retirement or deferred retirement leave employees of 3M and its domestic subsidiaries.

## What Organizations Are Eligible?

- U.S. public or private schools
- U.S. non-profit organizations certified for tax-exempt status under the Internal Revenue Service code 501(c)(3)

## Organizations/Activities Not Eligible

- Advocacy
- Athletic, social or recreational associations
- Employee organizations (3M Club, advisory committees)
- For religious purposes (churches ineligible; church schools eligible)
- Fraternal
- Fundraisers
- Individual scouting troops (councils eligible)
- International
- Municipalities (service in an elected position)
- Organizations conflicting with corporate policy
- Political
- Private foundations
- School activities without an academic purpose
- Trade, labor
- 3M United Way Campaign coordination
- 3M Foundation is neutral and does not fund organizations that support pro-life or pro-choice issues
- Grants are not made to churches/synagogues or for religious purposes, but if an affiliated institution has a separate 501(c)(3) status, such as a school or food shelf, a grant is possible

## Administrative Conditions

- More than one employee/retiree may apply for the same organization.
- The 3M Foundation will match verified hours at two times during the year. The check will be sent directly to the non-profit.
- Hours must be registered online by the 3M volunteer and verified online by the organization **by February 28 of the year following the volunteer service.**
- Grant must go into the organization's general fund, and not benefit an individual, i.e., tuition or student participation account, memberships, personal pledge obligations.
- Grants go to the schools (public or private) where 3M Tutors, 3M Science Encouragement Programs, Junior Achievement, Mathcounts, or other education volunteers serve. School grants should be used for non-religious, academic purposes.
- You may not receive goods, services or benefits in return for your own volunteer services or the 3M donation.
- The 3M Foundation may modify, suspend or terminate the program at any time. 3M Community Affairs interprets program guidelines and administers the program under policies and procedures established by the 3M Foundation Board.