

3M

Volunteer Match

Now **ONLINE!**



3M Volunteer Match provides \$200 3M Foundation grants to schools and eligible nonprofit organizations where 3M employees and retirees serve 25 hours or more in a calendar year. 3M employees and retirees are eligible for one match per year.

Beginning with volunteers' 2006 service hours, paper forms will no longer be accepted. To have your hours qualify for the \$200 match grant, volunteers must register their time online at <http://www.3Mgiving.com>

We want to thank you for sharing your time and expertise with your community, and have made it easy for you to participate in Volunteer Match. You will be able to view your Volunteer Match history and see when your time has been matched by the 3M Foundation.

New and Easy Online Process

- After completing 25 hours 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," then on "Volunteer Match."
- Follow the First Time User information to set up your personal 3M account. [Note: If you have participated in 3M Matching Gifts to higher education or public broadcasting, disaster relief or holiday matches, 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 email address, use tempmg@3M.com.

- Select organization name. 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 "Submit Your Nonprofit Organization for Consideration." 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 copy 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."
- Volunteer time must be registered online and verified by the organization by February 28 of the year following the service.

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.
- Retired U.S. employees of 3M and its domestic subsidiaries.
- 3M employee or retiree volunteers who have given 25 hours or more to one eligible nonprofit.

See next page

What Organizations Are Eligible?

You can earn 3M Volunteer Match grants for:

- 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 food shelf or school, a grant is possible.

Please Note These Administrative Conditions

- More than one employee/retiree may apply for grant funds for the same organization.
- The 3M Foundation will match verified hours three times per year. A letter and check will be sent directly to the non-profit acknowledging your volunteer role.
- 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 Program, 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. The interpretation and administration of the provisions of the program shall be determined by Community Affairs staff. All decisions are final.