

# TAG TEAM Award

## GUIDELINES



Best Buy employees significantly contribute to local communities through volunteerism. Best Buy and the Best Buy Children's Foundation encourage employees to volunteer in their communities and recognize these efforts through the TagTeam Award program. As an employee and a volunteer, there are three ways you can earn a TagTeam Award for the organization(s) you support.

**Double Your Dough:** Recognizes employee fundraising for specific non-profit events such as bowl-a-thons and walks. Applications must be submitted within 30 days of completion of the event. TagTeam Awards are a one-to-one match of funds raised, payable to the organization. Double Your Dough will support a single fundraising event per employee, per fiscal year, not to exceed \$1000.

**Dedicated Doer:** Recognizes employees who volunteer a minimum of 40 hours within the fiscal year. Dedicated Doer will support one award per employee, per fiscal year, not to exceed \$1000.

**TagTroops Grant:** Recognizes employee teams of at least five members who volunteer a minimum of 45 hours within a fiscal year. Tag Troops will support one award per team, per fiscal year for each qualifying non-profit organization. Teams that volunteer with multiple organizations may receive multiple awards not to exceed \$4000 per fiscal year.

### Eligibility Guidelines

- Employee volunteers must be Best Buy Co., Inc. employees for a minimum of six months.
- Employees must volunteer during non-work hours.
- Employees may participate in multiple TagTroops grant activities. Employees may receive one award per fiscal year from the Double Your Dough or Dedicated Doer programs but not both.
- Qualifying organizations must be an IRS-certified, tax-exempt 501(c)(3) organization. Awards will not be made in support of religious, political, labor or fraternal organizations.
- Only completed applications will be considered.

### Application Process

1. Complete your volunteer activity before application is submitted.
2. Complete application and obtain signatures from the qualifying organization. Organization representative must submit certification of tax-exempt status.
3. Send completed application to:

Best Buy Co., Inc.  
Attn: Communications – TagTeam Award (B5-065)  
7601 Penn Avenue South  
Minneapolis, MN 55423-3645  
Fax: 952-430-7023  
Email: [tagteam@bestbuy.com](mailto:tagteam@bestbuy.com)

4. Allow 6-8 weeks for processing. Approved award packets will be sent to the manager identified on the application. For additional questions or concerns, please contact Kristine Kosek at 612.291.6130 or [tagteam@bestbuy.com](mailto:tagteam@bestbuy.com).

**Thank you for supporting your community and representing Best Buy!**

# TAG TEAM Award APPLICATION



**Part A** – To be completed by Best Buy employee or organizer of TagTroops activity.

## Employee Information

Last Name	First Name	Employee Number	Hire Date
Home Street Address	City	State	ZIP Code
Work Phone	Work Email Address or Home Email Address		
Work Location – Retail or Corporate (example: Store #454 / B5-229)		District	Territory
Manager's Name	Manager's Work Address / Corporate Location (example: DC 781, 55 Berry Road, Nichols, NY 13812 / B5-795)		

## Qualifying Organization Information

Organization Name	Contact Person	Phone
Street Address	City	State ZIP Code
Program Name		
Please describe volunteer role or activity, including dates of volunteerism.		

## Award Information

- Double Your Dough** \_\_\_\_\_  
**Total Amount Raised**  
(Completed pledge form or other supporting documentation is required)
- Dedicated Doer** \_\_\_\_\_  
**Total Volunteer Hours**
- TagTroops Grant** \_\_\_\_\_  
(Group of 5 or more)  
**Total Volunteer Hours (minimum of 45 hours/team)**  
(Include names of all volunteers, number of volunteer hours per person and the team name, e.g. Store #545 Volunteer Team or Experience Development Volunteer Team).

**Part B** – To be completed by the organization.

Attach organization's IRS tax-exempt 501(c)(3) certification letter (state tax-exempt letters, not accepted).

I certify that the above-named applicant has been an active volunteer with this organization.

Signature	Title	Date
Phone Number	E-Mail Address	Fax Number