

# TAG TEAM Award

## GUIDELINES



Best Buy is committed to supporting employee efforts to strengthen and serve their communities. When Best Buy employees volunteer their leadership, expertise and time, Best Buy provides TagTeam Awards to nonprofit organizations to recognize and reward employee service.

In FY10, 21,000 employees volunteered nearly 125,000 hours and earned almost 2,000 TagTeam Awards that provided more than \$3M to nonprofits. In FY11, the Best Buy Children's Foundation will grant \$3M to nonprofits where employees volunteer.

### FY11 TAGTEAM AWARD GUIDELINES

#### Individual TagTeam

For individual employees who provide essential services to nonprofit organizations: mentoring, rebuilding playgrounds, board participation, administrative projects, etc.

- **One** award per employee equal to \$1000 for 40 hours of volunteer service
- Volunteer board members are eligible for an additional \$1000 for strategic service

#### Group TagTeam

For individual employees who provide essential services to nonprofit organizations: mentoring, rebuilding playgrounds, board participation, administrative projects, etc.

- **One** award per team equal to \$1000
- Minimum team size is 10 employees
- No minimum hours of service (10 employees can volunteer 1 hour each or 4 hours each - it's up to you)

A nonprofit can receive up to \$10,000 per year (defined by the federal tax ID number).

#### President's Award Incentive

To help us keep track of volunteer hours, we encourage all employees to log their volunteer hours on <http://www.bbyportal.com/cr/index.php>.

All individuals or groups of employees that volunteer 200 hours or more per quarter will be entered into a drawing to win an additional \$1000 TagTeam Award to the non-profit of their choice.

- **One** award per territory will be awarded every quarter.

### Eligibility Guidelines

- Employees are eligible from the date of hire.
- Employees must volunteer during non-work hours and must not be paid.

- Qualifying organizations must be an IRS-certified, tax-exempt 501(c)(3) organization.
- One individual award per fiscal year
- \$10,000 organization limit per nonprofit by tax ID - please email [bestbuy@easymatch.com](mailto:bestbuy@easymatch.com) to ensure your nonprofit has not reached its limit for the fiscal year
- Guidelines apply per fiscal year. The deadline to enter an award application for FY11 volunteerism is **11:59 p.m. EST on 2/28/11**

#### Application Process

1. See the [Community Planning Portal](#) to search for a volunteer project.
2. Complete the volunteer activity
3. Enter your application on TagZone from the portal at <http://www.bbyportal.com/cr/index.php>
4. Checks will be sent to the applicant's manager for presentation at a team meeting or chalk talk. The applicant will then present the check to the nonprofit organization.
5. Please allow 10-12 weeks for processing.(TagTeam Awards are awarded quarterly)
6. For questions about the status of your application, contact [bestbuy@easymatch.com](mailto:bestbuy@easymatch.com) or call the TagTeam Customer Service Line at **866-625-4350**.

**THANK YOU FOR SUPPORTING YOUR LOCAL COMMUNITY!**