



The Clorox Company Foundation \_\_\_\_\_

### Volunteer Commitment Award

Section A:

1. Employee Data (Please print clearly)

Name: \_\_\_\_\_ Last 4 digits of your SSN: \_\_\_\_\_

Employee Location: \_\_\_\_\_

Employee Work Phone: \_\_\_\_\_ Employee Email: \_\_\_\_\_

Name of Organization volunteered at: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe your volunteer activities:

Total number of hours of volunteer service in the previous 12 months with above named organization \_\_\_\_\_

SECTION B: (To be completed by the organization)

I confirm the accuracy of the information provided on this application.

What are the goals of the organization? Whom does it serve?

Name of Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization name: \_\_\_\_\_ EIN/CCRA: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applications must be accompanied by the organization's 501(c)(3) Federal tax-exempt letter, CCRA registration or be a state or local government as provided by Section 170(c)(1) of the Code.**

Please return the original form to: **The Clorox Company Foundation Volunteer Commitment Award Program P.O. Box 8327, Princeton, NJ 08543-8327.** Phone: 1-800-480- GIFT or email [clorox@easymatch.com](mailto:clorox@easymatch.com)

## Volunteer Commitment Award Guidelines

The Clorox Company Foundation Volunteer Commitment Award is a \$300 contribution to a nonprofit organization or public or private school in which a Clorox employee is involved in as a board member or volunteer. Volunteer Commitment Awards promotes employee participation at nonprofit organizations by providing grants linked to individual volunteer involvement with no personal monetary donation required. The program gives eligible participants the opportunity to expand the Foundation's philanthropic reach into the community. An eligible participant may apply for a grant in support of his or her qualifying nonprofit organization. Generally, if the participant's request adheres to the guidelines, the request will be honored. However, The Clorox Company Foundation reserves the right to determine whether a grant shall be made based on eligibility and to change or discontinue the program at any time.

### Who may participate?

Full-time North American employees of The Clorox Company and its subsidiaries who have completed one year of continuous service, and are currently employed at the time the application is reviewed for approval.

### How many volunteer service hours are required before I can request an award?

You must complete 24 hours of service within the previous year. The award goes to support the organization for which you served as a volunteer. The award maximum per employee is \$300 in a fiscal year.

### What is eligible for to receive a Volunteer Commitment Award?

- Tax-exempt under Section 501(c)(3) or
- Any state or local government as provided by Section 170(c)(1) of the Code.

If in Canada;

- A United Way member agency as listed by United Way of the Peel Region and/or United Way of Toronto as a charitable organization registered with the Canada Customs and Revenue Agency (CCRA).

The recipient organization must be recognized by the IRS as a charitable deduction for income tax purposes or registered with CCRA in Canada.

### What is not eligible?

- Religious-based activities for the purpose of furthering religious doctrine
- Activities related to political or fraternal organizations and professional or technical associations
- Those representing a conflict of interest for employees and The Clorox Company

### How do I apply?

There are two ways to submit a Volunteer Commitment Award. You may use the website at <http://www.easymatch.com/clorox> and submit your request electronically. Or fill out the form by completing the employee portion of the form (Section A). Have the benefiting organization complete Section B and attach a copy of the organization's 501(c)(3) federal tax letter. If the organization is a governmental agency, (i.e., public school), a letter on school letterhead stating that they are a public school and able to accept a tax deductible gift is acceptable. If in Canada, please attach the CCRA registration. Please return the form to: **The Clorox Company Foundation Volunteer Commitment Award Program P.O. Box 8327, Princeton, NJ 08543-8327. Applications are due October 1 and/or March 1 of each fiscal year.**

### When will my award be paid?

The Clorox Company Foundation matches are paid November and April of each fiscal year:

<i>Complete Form Received by:</i>	<i>Will Be Processed by:</i>
October 1	November 30
March 1	April 30