

# Employee Volunteer Grant Program Guidelines

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The Credit Suisse Americas Foundation Employee Volunteer Grant Program is designed to support employee volunteerism with organizations that serve the communities where we live and work. The focus of the program is on group volunteer activities, although individual volunteerism and service may also be eligible for support. Group volunteer activities include walk-a-thons, runs and bike rides as well as direct service events where employees work together, such as sorting food or cleaning up a playground. Individual activities include Board service or 50 hours of volunteerism

## Who Can Participate

All active full-time and part-time employees of Credit Suisse within the Americas region are eligible. Temporary employees, seasonal employees, past employees, and family members are not eligible.

## How the Program Works

- Employees apply for Volunteer Grants through a quick, user-friendly, online application process at <http://www.easymatch.com/creditsuisseevgrants>.
- Employees have the ability to view their personal application history and search for charitable organizations.
- When an application is submitted, the program administrator will contact the organization to verify volunteer service.
- Approved grant applications are processed on a monthly schedule, and checks are delivered directly to the recipient organization.
- Each employee can apply for two (2) grants per calendar year, provided that the requests are for two different organizations. Each organization can receive two (2) grants per calendar year, provided that they are requested by two different employees.
- Volunteer Grants must be requested within one year of the date of volunteer service.

If you have any questions, please contact [creditsuisse@easymatch.com](mailto:creditsuisse@easymatch.com) or call 1-866-321-6290.

## Eligible Organizations

Nonprofit organizations must be recognized by the Internal Revenue Service as tax-exempt, public charity under Section 501(c)(3) of the IRS Code. Organizations located outside of the United States must meet standard 501(c)(3) equivalency and must comply with the US Patriot Act.

### Ineligible organizations include:

- Political organizations, such as election campaign funds or committees
- Religious organizations, such as churches or synagogues, unless their outreach programs are offered to the general population and they have established a separate 501(c)(3) organization to operate the programs
- Organizations that support terrorist activities or discriminate on the basis of race, gender, sexual orientation, disability or national origins
- Private foundations or grant making organizations
- Colleges or universities
- K-12 schools or PTA's where employees are alumni or where family members are in attendance, except in cases of special needs or disabilities
- Organizations that currently receive annual funding from the Credit Suisse Americas Foundation

## Eligible Volunteer Activities

### - Individual Direct Service

If an employee performs a minimum of 50 hours of service during a 12-month period in support of one organization, they are eligible to apply for a \$500 grant.

### - Individual Board Service Activities

If an employee serves on the Board of Directors of a non-profit organization with an operating budget of \$1 million or less, they are eligible to apply for a \$1,000 grant. If the operating budget is more than \$1 million, they are eligible to apply for a \$2,500 grant.

### - Team Direct Service Activities

Applicants based in New York City, who coordinated a volunteer event with 10 or more Credit Suisse employees participating together for a minimum of 2.5 hours are eligible to apply for a grant. (Applicants based outside of New York City must coordinate a group of 5 or more employees.) If the organization has an operating budget of \$1 million or less, they are eligible to apply for a \$2,500 grant. If the operating budget is more than \$1 million, they are eligible to apply for a \$5,000 grant.

### - Team Walk/Run Activities

If 10 - 24 Credit Suisse employees participate in a group awareness and fundraising event such as a walk, run or ride, they are eligible to apply for a \$3,000 grant.

If 25 - 49 Credit Suisse employees participate in a group awareness and fundraising event such as a walk, run or ride, they are eligible to apply for a \$7,500 grant.

If 50 - 99 Credit Suisse employees participate in a group awareness and fundraising event such as a walk, run or ride, they are eligible to apply for a \$10,000 grant.

If 100 or more Credit Suisse employees participate in a group awareness and fundraising event such as a walk, run or ride, they are eligible to apply for a \$15,000 grant.

Please contact [Keiko.Akashi@credit-suisse.com](mailto:Keiko.Akashi@credit-suisse.com) before submitting an application for a group of 100 or more.

### Ineligible volunteer activities include:

- Services that directly benefit employees and/or their families
- Any event where a grant may result in an employee or family member receiving a benefit (raffles, dinners, sporting events, parking privileges or dues)
- Anticipated volunteer service not yet performed
- Volunteer service performed in support of religious organizations, except when the activities are non-sectarian, such as soup kitchens or shelters