

# ExxonMobil Foundation

## Volunteer Involvement Program (VIP) Guidelines

### Individual Grant Guidelines

The Volunteer Involvement Program seeks to encourage employees, retirees, and other eligible participants to actively contribute their time and talent to nonprofit organizations by providing contributions on their behalf. The intent of this program is to encourage volunteerism, rather than to provide large sums of money to organizations.

#### Individual Volunteer Grants

##### General Guidelines

The Individual Volunteer Grant is designed for employees, retirees, and other eligible participants who volunteer in the community on an individual basis. A \$500 grant can be awarded to a charitable, nonprofit organization after an eligible participant volunteers at least 20 hours of his or her time to the organization during a calendar year. Each eligible participant (employee, retiree, etc.) may apply for four individual grants per calendar year. These grants may be for the same or separate organizations, provided 20 hours of work is performed for each grant. An organization may receive a maximum of \$5,000 per calendar year of Individual Volunteer Grants. Volunteer efforts associated with fundraising events may qualify for VIP provided the event is open to the general public; planned, organized and sponsored by the nonprofit organization; and ExxonMobil volunteers are only assisting with the work necessary to put on the fundraising project, such as staffing of a registration table, serving of refreshments, event clean-up, etc. The time that a person spends raising donations or walking in a walk-a-thon, riding in a bike-a-thon, etc. does not constitute volunteer work for the purposes of the Volunteer Involvement Program. Interpretation, application, and administration of the VIP program, which can be suspended, changed, revised, or terminated at any time, shall be determined by ExxonMobil Foundation, and its decision shall be final.

##### Eligible Applicants

The following are eligible to participate:

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the U.S.
- Retirees from the above companies or the Exxon Corporation.
- Spouses and dependent children ages 12-25 of employees and retirees referred to above (spouses and children may participate as part of the four individual grants per employee or retiree per year).
- Surviving spouses of deceased employees and retirees of the above companies or the Exxon Corporation.
- Present and former outside directors of Exxon Mobil Corporation.
- Non-U.S.-payroll employees are eligible while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates.
- Note: Retirees of the Mobil Corporation are not eligible for this program, but may apply for a grant through the Mobil Retiree Volunteer Program.

##### Organizations

**Eligible:** For Individual and Team Grants, eligible organizations must be recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Service Code and have an Employer Identification Number (EIN), or be an instrumentality of a state or local government under IRC Section 170(c)(1). Accredited K-12 schools, accredited colleges and universities, and libraries are included. Public charities are included, but private foundations are not.

**Ineligible:** Political organizations, churches, synagogues, etc., insofar as the activities are religious (church-sponsored accredited schools are eligible), private foundations, activities where the volunteer or the volunteer's family receives a direct personal benefit in return for the grant, organizations with limited constituencies, such as fraternities, sororities, and veterans' groups. Also ineligible are organizations that represent a conflict of interest for employees or the Company, or may involve the Company in controversial public issues.

##### Application Procedure

Upon completing 20 hours of volunteer service, the eligible participant should complete Part A of the application form and send the form to the charitable organization. The organization completes Part B and then returns the application to the following:

**Volunteer Involvement Program  
ExxonMobil Matching Gift Programs  
P.O. Box 7288  
Princeton, NJ 08543-7288**

Note: Although spouses and children may participate, hours may not be combined. All application forms must be completed by the employee, retiree, surviving spouse, or director. A separate application must be completed for each \$500 grant request.

All payments will be issued on a quarterly basis. Application deadlines are as follows:

First Quarter - March 15  
Second Quarter - June 15  
Third Quarter - September 15  
Fourth Quarter - December 15

Payments for all VIP grants will be consolidated into one check and mailed directly to the recipient organization approximately one month after the application deadline. A summary listing identifying all volunteers will be included with the payment. Volunteers will receive a quarterly notification that their volunteer grants have been paid.

Applications must be received by March 15 to receive payment for the previous calendar year's efforts. Volunteer hours may not be carried over from year to year.

If you have questions or wish to check on the status of your application, please call ExxonMobil Matching Gifts toll free at (877) 807-0204, or email [exxonmobil@easymatch.com](mailto:exxonmobil@easymatch.com).

Electronic applications are available at:

[www.easymatch.com/exxonmobil](http://www.easymatch.com/exxonmobil)

# Individual Grant Application Volunteer Involvement Program

**ExxonMobil Foundation**

COMPANY USE ONLY

Reference No. \_\_\_\_\_  
(To be completed by ExxonMobil)

**Part A** - To be completed by volunteer and forwarded to charitable organization for verification of volunteer activity. Submit one application per \$500 grant requested. (Note: If volunteer is spouse or child, application must include name and signature of employee/retiree.)

Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

- Employee                       Retiree  
 Surviving spouse               Director

Volunteer's Name (If different from above) \_\_\_\_\_ Application Date \_\_\_\_\_  
 Spouse                       Child - List age \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone (     ) \_\_\_\_\_ Home Phone (     ) \_\_\_\_\_

ExxonMobil Organization \_\_\_\_\_ Work Location \_\_\_\_\_  
(Example: Upstream - ExxonMobil Production Company)

Calendar Year of Volunteer Service \_\_\_\_\_ (Please submit one application per \$500 grant requested)

Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
JAN _____	FEB _____	MAR _____	APR _____	MAY _____	JUN _____			
JUL _____	AUG _____	SEP _____	OCT _____	NOV _____	DEC _____	TOTAL _____		

Name of Nonprofit Organization to Receive Grant \_\_\_\_\_

Describe Volunteer's Activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION BY THE VOLUNTEER** I certify that at the time of this volunteer work I qualify as an eligible employee, retiree, surviving spouse, or director. I also certify that this volunteer work meets all of the conditions stated in the attached guidelines, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept a benefit of more than nominal monetary value in return for or as a result of this volunteer work or the grant provided by the Foundation.

Signature of Employee/Retiree \_\_\_\_\_ Date \_\_\_\_\_

**Part B** - To be completed by the recipient organization. (Please type or print)

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

Organization's Nine (9) Digit Employer I.D. No. [Attach copy of 501(c)(3)] \_\_\_\_\_

Brief Description of Organization's Purpose (Attach brochure if available) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that the above volunteer services have been received and that the grant will be used to support the primary objectives of this organization which is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, or an instrumentality of a state or local government under IRC Section 170(c)(1).*

Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_