

**DOLLARS FOR DOERS VOLUNTEER GRANTS  
PROGRAM**

**Corporate Practice**

**Version 01.05**

**Effective Date: January 1, 2012**

# 1 Document Change Control Log

This table records any changes made to this document and approval of the changes

<b>Version Date</b>	<b>Version Number</b>	<b>Nature of Revision</b>	<b>Section/ Page(s) Revised</b>	<b>Revised by Name and Title</b>	<b>Approved by Name and Title</b>
01/01/2008	01.00	Publish the Practice Document for the Dollars for Doers Program	All	Jennifer Farland Director, Leadership Programs and Employee Volunteer Initiatives	Stacey Stewart Senior Vice President of Office of Community and Charitable Giving (OCCG)
05/21/2009	01.01	Revise and Publish the Practice Document for the Dollars for Doers Program	All	Jennifer Farland Director, Leadership Programs and Employee Volunteer Initiatives	Joy Cianci, Vice President for Grants, Programs, and Volunteer Initiatives, OCCG
06/08/2010	01.02	Update and Publish	All	Jennifer Farland, Director, Community Relations, OCCG	John Gibson, Interim VP, OCCG
11/12/2010	01.03	Update made to reflect change to Dollars for Doers Program	All	Jennifer Farland, Director, Community Relations, OCCG	John Gibson, VP, OCCG
05/06/2011	01.04	Updated to reflect changes in organization	Section 1	Jennifer Farland, Director, Community Relations, OCCG	Kelli Parsons, SVP and Chief Communications Officer, SVP Communications, Communications and Marketing Services, CoMS

1/1/2012	01.05	Updated to reflect new submission deadlines and changes in organization and division name	Section 1, 2, 4, and 5	Jennifer Farland, Director, Community Relations, CIE	Lisa Giesler, VP for Business Management & Client Services, SVP Communications, Communications and Marketing Services, CoMS
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## 2 Documentation

<b>Practice Name</b>	Dollars for Doers Volunteer Grants Program
<b>Version Number</b>	01.05
<b>Practice Identifier</b>	CIE-PRAC-004
<b>Superseded Practice(s)</b>	v. 01.04
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<b>Practice Approver</b>	Lisa Giesler, VP for Business Management & Client Services, SVP Communications, Communications and Marketing Services, (CoMS)
<b>Practice Author</b>	Jennifer Farland, Director, Community Relations, Community Investment & Engagement (CIE)
<b>Practice Owner</b>	Jennifer Farland, Director, Community Relations, CIE
<b>Practice Repository</b>	Corporate Policies and Procedures Repository (CoPPeR)
<b>Supporting Documentation</b>	NA

## 3 Statement of Purpose

This document sets forth Fannie Mae's practice for making Dollars for Doers Volunteer Grants on behalf of Eligible Participants (defined below) to Eligible Organizations (defined below) for volunteer hours performed by Eligible Participants ("Volunteer Hours").

## 4 Applicability and Scope

The purpose of the Dollars for Doers Volunteer Grants Program is to encourage Eligible Participants to volunteer. For Eligible Participants who meet the minimum number of volunteer hours required for grants (as set forth herein), Fannie Mae will provide grants directly to the Eligible Organization of the Eligible Participant's choosing. Eligible Participants may submit grant requests at any time during a calendar year, but in order for an Eligible Participant's

volunteer hours from the year to be counted, he or she must submit his or her total volunteer hours to Community Investment & Engagement (CIE) by December 31st. Volunteer hours do not carry over from year to year.

## **5 Requirements**

### Who is an Eligible Participant?

- Full-time employees of Fannie Mae who have successfully completed their New Employee Introductory Period of 180 days and are scheduled to work more than 20 hours per week.
- Part-time regular employees of Fannie Mae who have successfully completed their New Employee Introductory Period of 180 days and are scheduled to work more than 20 hours per week.
- Members of the Fannie Mae Board of Directors.

### Who is an Ineligible Participant?

- Employees who have not completed their New Employee Introductory Period.
- Employees who are currently on long-term disability status.
- Former Fannie Mae and Fannie Mae Foundation employees and retirees.
- Spouses, significant others, family members, or friends of Fannie Mae employees.
- Former Fannie Mae Foundation and Fannie Mae Board of Directors.

### How is the size of the grant determined?

In any calendar year, Eligible Participants must have completed the following number of volunteer service hours to qualify for the following corresponding grant size.

- 25 hours = \$100 grant to an Eligible Organization
- 50 hours = \$250 grant to an Eligible Organization
- 100 hours = \$500 grant to an Eligible Organization

A Fannie Mae-selected third-party vendor may contact Eligible Organizations to verify volunteer hours reported by Eligible Participants. Eligible Participants may make only one grant request

submission per calendar year for the Dollars for Doers Volunteer Grants Program. The total Dollars for Doers Volunteer Grant amount will not exceed \$500 per Eligible Participant per year.

#### What are Eligible Organizations to receive a Dollars for Doers Volunteer Grant?

- Any organization recognized as a United States based §501(c)(3) public charity by the Internal Revenue Service, with domestic and international programs, which conforms in all respects to Fannie Mae policies, practices, and procedures. An organization's IRS status may be verified through the Guidestar Web site at [www.guidestar.org](http://www.guidestar.org).
- An organization must have received full clearance of the U.S. Patriot Act in order to be considered an Eligible Organization. Organizations in "Under Review" status or facing sanctions by the Office of Foreign Assets Control (OFAC) will not be eligible.

#### What are Ineligible Organizations?

Fannie Mae will not make grants that do not comply with this policy, including, but not limited to, the following examples:

- To international organizations based outside of the United States.
- For religious or other sectarian purposes – gifts to sectarian organizations may be matched if the Eligible Organization's use of the Dollars for Doers Volunteer Grant benefits the general public.

Decisions regarding the eligibility for, and the interpretation and administration of, the Dollars for Doers Volunteer Grant Program will be made by CIE and will be considered final.

#### What are volunteer hours?

- Time employees spend working to directly benefit the community at large (as opposed to Fannie Mae employees specifically) in the spirit of community giving; time that employees have spent working on projects that primarily benefit Fannie Mae employees (*e.g.*, organizing a Fannie Mae team dinner, mentoring a group of Fannie Mae employees) will not be considered volunteer hours.
- Time employees spend working to directly benefit an educational or charitable organization; for example, a public school or a volunteer fire station may not have a 501(c)(3) designation, but volunteer hours that an employee spends working with these

educational and/or charitable organizations would be considered eligible for a Dollars for Doers Volunteer Grant.

What volunteer hours are not eligible?

- Time volunteered exclusively for religious or other sectarian purposes, unless the time goes to primarily benefit people outside of the religious or sectarian organization's own membership. For example, time spent volunteering in a soup kitchen or for a tutoring program that serves a community, not just the organization's own members, would be considered volunteer hours. However, time spent serving as a religious service usher would not be considered volunteer hours.
- Time for which the Eligible Participant or a family member receives a corresponding benefit in return for volunteering (*e.g.*, auction items, dinner, raffle and/or sporting event tickets, sponsorships, golf tournaments (including participation), parking privileges, booster clubs, memberships, etc.). If a portion of the employee's volunteer time goes beyond the time for which the benefit applies, that portion of the time may be considered volunteer hours and will be eligible for matching.
- Time donated by spouses, significant others, family members, or friends of Eligible Participants.
- Time donated to a business professional organization or trade association, unless that time was served for an activity to benefit the community at large, and not just professional development.
- CIE will make any final assessments about eligible volunteer hours.

How does an Eligible Participant request a Dollars for Doers Volunteer Grant?

An Eligible Participant must submit an online request for a Dollars for Doers Volunteer Grant using Fannie Mae's SERVE Web portal, identifying the date and amount of the Eligible Participant's volunteer hours and the name and address of the organization where the hours have been served. The Dollars for Doers Volunteer Grant Program operates on a quarterly review and payment process. All requests must be submitted by the Eligible Participant and verified by the Eligible Organization before CIE will review for final payment. All requests that have been

submitted and verified will be reviewed by the following cut-off dates: 3/31, 6/30, 9/30, 12/31. CIE will use its best efforts to ensure that payments to such organizations are made within 45 days of the cut-off date.

Go to [www.easymatch.com/serve](http://www.easymatch.com/serve) for details and submission guidelines.

- If a Dollars for Doers Volunteer Grant request is denied, the Eligible Participant will receive notification. Decisions by CIE regarding eligibility, interpretation, and administration of the Dollars for Doers Volunteer Grant Program are considered final. Eligibility rules and program parameters may be amended by the CIE at any time and without notice. CIE reserves the right to suspend, amend, or terminate this program at any time.
- The program and payments are administrated through an outside vendor, pursuant to Fannie Mae's Corporate Procurement policies and procedures.