



## Dollars for Doers Guidelines

### Program Parameters

Through Dollars for Doers, the General Motors Foundation (the Foundation) will add to your volunteer impact by awarding a \$200 donation from the Foundation to an eligible organization for which you have provided 50 or more hours of donated service within the calendar year.

The donated service may be performed as follows:

- Fifty hours by an individual employee on a single project for an eligible organization;
- A series of activities by an individual employee for an eligible organization that totals 50 hours; or
- A team project involving eligible GM employees with a combined contribution of 50 hours to an eligible organization.

Dollars for Doers only recognizes volunteer hours of service that have been donated without compensation from the organization receiving the donated services.

Each eligible employee can apply for one individual donation of \$200 and participate in one team donation of \$200 per calendar year.

### Organization Eligibility

Donations are only made to organizations with a verifiable IRS 501(c)(3) status.

### Ineligible Organizations

The following groups are ineligible to receive a donation under the Dollars for Doers Program: religious organizations (e.g. Salvation Army, churches), operating budgets of medical related facilities, capital campaigns, endowment funds, political parties or candidates, and foreign organizations.

Educational institutions, including public or private elementary, middle or high schools, community colleges, universities and professional schools are also ineligible.

The Foundation reserves the right to determine whether any organization is ineligible.

### Employee Eligibility

Employees eligible to participate are any U.S. based GM employee designated a regular active employee, an active permanent part-time salaried employee, an active hourly employee, or an active flexible service salaried employee.

### Program Policies

Dollars for Doers is a program sponsored by the General Motors Foundation. The Foundation, in its sole discretion, will interpret all policies and program guidelines and will determine if any particular application is suitable for a Dollars for Doers donation. All decisions will be final.

The Foundation reserves the right to amend, modify or terminate this program at any time. The Foundation reserves the right to deny any donation for any reason, including: the depletion of annually budgeted funds supporting the Dollars for Doers Program; the organization represents either a conflict of interest for the volunteer employee, the Foundation, or GM; or the organization is determined to represent matters that are considered controversial by GM.

### FAQs

Q. What is Dollars for Doers?

A. Dollars for Doers is a donation program sponsored by the GM Foundation that is tied to an eligible GM employee's volunteer hours donated to eligible organizations.

Q. What if I volunteer for an organization that is not eligible?

A. At this time, the GM Foundation has created program parameters that are considered to be both fair and manageable, providing a degree of variety among eligible organizations for employees to contribute their time in significant, meaningful ways. However, an employee's choice to volunteer in the community should not be affected by the availability of Dollars for Doers. This program acts only to supplement volunteerism based on organization eligibility.

Q. Can employees get together and pool their hours (i.e., 50 employees working for one hour each)?

A. Yes. Team donations are available for employees to work together on a single volunteer project with an eligible organization for a combined minimum of 50 hours.

Q. Can employee volunteers participate in this program during their work hours?

A. Some volunteer opportunities require volunteering during work hours. Employees are allowed to volunteer during this time if their job function supports flexible work hours. Employees are encouraged to work with their direct leadership to determine which volunteer opportunities are appropriate.

Q. Can employees combine volunteer hours at different eligible organizations for the donation?

A. No. All 50 hours must be performed for one eligible organization, and the donation must be designated to that eligible organization.

Q. If an employee volunteers 100 hours; can the organization get two donations of \$200?

A. Employees are eligible to designate one \$200 donation per calendar year based on a personal contribution of 50 volunteer hours. However, the employee is also eligible to participate in one team donation designated to the same organization after a combined minimum of 50 volunteer hours.

Q. Can an employee apply for a donation for more than one organization?

A. Employees are eligible to apply for only one individual donation and participate in one team donation per calendar year.

Q. Can the volunteer hours come from two different calendar years?

A. No. All 50 hours must be performed in a single calendar year. Submission for a donation must be completed by January 31 in the year immediately following the calendar year in which the volunteer service was completed.

Q. What if the organization that I volunteered my services to does not show up in the search results when I type in its name?

A. All organizations with a verifiable IRS 501(c)(3) status are included in this database. If an organization does not show up in the database you should contact the organization and obtain a copy of the organization's IRS letter that recognizes the organization as tax exempt under 501(c)(3). Then you should contact Customer Service.

Q. Once I have completed 50 hours of volunteer service, what is the process to initiate the \$200 donation?

A. After logging 50 hours on the Dollars for Doers website, you will be instructed to click on the "Request Donation" link, answer a few questions, and receive a message that your submission was successful. You should then print a copy of the receipt to send to the organization with instructions to complete the donation process.

Q. If I volunteer 50 hours at one of the GM Network of Excellence Schools, what organization will receive the donation since donations to educational institutions are not eligible in the Dollars for Doers program?

A. The donation would be made to the organization sponsoring the activity such as Big Brothers Big Sisters, Winning Futures for Mentors, the United Way of Southeast Michigan for tutoring, or working with a FIRST robotics team.

Q. What is the process for submitting a team application?

A. The organizer of your team's volunteer service should be the only team member to log your team hours and submit the application to avoid duplicate submissions.

Q. Why do I need to log my hours in two separate places - teamGM Cares site and Dollars for Doers site?

A. The teamGM Cares is a program sponsored by GM and the website is the official system of record for all volunteer related activities. GM will use this site as a record when reporting volunteer hours in our Sustainability report and to external stakeholders. Dollars for Doers, a separate program sponsored by the GM Foundation, awards non-profit organizations grants based on employees volunteering a minimum of 50 hours. Due to the specific requirements of each program two distinct operating systems are required.