



Community Connection

Employee Volunteer Recognition Program

The
Lubrizol
Foundation

We are proud that our employees share our commitment to the communities in which they live and work. To encourage and recognize employees for their community service and volunteer work, The Lubrizol Corporation implemented the Community Connection program.

Funded by The Lubrizol Foundation, the Community Connection program recognizes Lubrizol employees for their efforts and the time and talents they provide to make our communities a better place.

How Does Community Connection Work?

When a full-time or part-time U.S. employee of The Lubrizol Corporation or one of its wholly owned U.S. subsidiaries completes 40 hours of volunteer work for an eligible charitable organization between January 1 and December 31 of a calendar year, the employee can complete an application for a \$500 grant from The Lubrizol Foundation to the charitable organization.

What Are The Employees Eligibility Requirements?

- You are a full-time or part-time (20 hours per week) U.S. employee of The Lubrizol Corporation or one of its wholly owned U.S. subsidiaries
- You have completed forty (40) hours of volunteer service to an eligible charity
- You have provided all of the volunteer service during the period from January 1 through December 31 of a given calendar year
- You may submit only one grant application for one charitable organization per year
- Your time and service to the charity is personal time (i.e., non-working hours)
- Your time must not constitute a reward directly or indirectly to you by the charity

What Is An Eligible Charity?

- The organization must be classified as tax exempt under Section 501(c)(3) of the Internal Revenue Code and must not be classified by the IRS as a private foundation.
- The eligible charity must benefit the community in one or more of the following areas:
 - Social Services
 - Education
 - Civic Activities
 - Cultural Activities
 - Youth Services
 - Health and Human Services
 - Environmental

What Charitable Organizations Are Excluded?

- Religious organizations (e.g., churches, synagogues, mosques and other houses of worship)
- Political organizations or candidates
- Trade organizations (e.g., labor unions)
- Business or industry in general
- Non-philanthropic social clubs
- Fraternal organizations (e.g., societies, orders, and/or lodges)
- Organizations whose sole purpose is providing athletic/recreation endeavors (e.g., little league baseball)

Administration

If the application is complete and is filed in a timely manner, a \$500 grant will be made.

The Foundation reserves the right to request additional supporting documentation that it considers necessary or useful for reviewing a grant application request.

Employees agree to accept the Foundation's determination on eligible charity status and grant application sufficiency.

The Foundation reserves the right to decline organizations that do not meet the Foundation's criteria for eligibility.

How To Apply – Application Procedure

- First, make sure your organization meets the eligibility requirements
- Perform a minimum of 40 hours of volunteer activity between January 1 and December 31
- Complete the application form (Part 1) provided by the Foundation
- The employee delivers/mails the application to the charity
- The charity completes Part II of the application
- The charity forwards the entire application to The Lubrizol Foundation

Note: The last day for submitting an application for a qualifying grant is the 15th of January following the calendar year in which the charity received the volunteer services of the employee.

Community Connection Grant Application

Part I. To be completed by The Lubrizol Corporation employee who served at least 40 hours as a volunteer between January 1 and December 31 of a given calendar year.

Your Name _____
Last *First* *M.I*

Employee # _____ Drop # _____ Lubrizol Location _____

Charitable Organizations Name _____

Briefly describe your volunteer service for this organization, including specific activities or projects:

How many hours have you volunteered under this application? _____ Hours

By signing, you confirm that you have volunteered a minimum of 40 hours for this charity during the _____ calendar year.

Employee Signature

Date

Provide this completed application to the eligible charity. The charity will complete Part II and forward this form to The Lubrizol Foundation.

Part II. To be completed, verified and signed by an authorized officer of the eligible charity.

Name of Eligible Charity _____

Street Address

City

State

Zip

IRS Tax Exemption # _____ Phone Number _____

Contact Person/Job Title _____

Statement and Signature

I certify that the employee of The Lubrizol Corporation or one of its wholly owned U.S. subsidiaries has completed at least 40 hours of volunteer time, as described in Part I.

Signature

Date

Part III. Please return the completed application and IRS tax exempt letter to:

The Lubrizol Foundation
Community Connection
Attn: Karen Lerchbacher
29400 Lakeland Boulevard Drop #054B
Wickliffe, OH 44092-2298

Part IV. After the Foundation receives and approves the application, a check will be sent to the organization. For questions or information, contact:

Karen Lerchbacher
Community Connection
440-347-1797