



When you volunteer at a nonprofit organization, you have a bigger impact than you may know. You bring your time, your experience and your expertise. You share your enthusiasm and compassion, and MPC wants to help. Beginning June 2002, MPC will lend its support through the Marathon Petroleum Company LLC Volunteer Incentive Program (MPC-VIP). This program provides contributions to qualified nonprofit organizations where eligible MPC employees and/or their legal spouses volunteer their time. The program is designed to recognize and encourage volunteer involvement with community-based public charities.

### Eligible Volunteer Service

If an eligible participant performs a minimum of 24 hours of volunteer service during a calendar year at a single eligible organization, they may apply for a MPC VIP grant in the amount of \$200. Each participant can apply for one (1) grant per calendar year. The total grant amount paid out by MPC per eligible couple will not exceed \$400.

The number of volunteer service hours performed by both the employee and the employee's spouse at a single organization may be combined to meet the 24-hour minimum.

Volunteer service includes volunteer activities that benefit the general community including, but not limited to, committee work, fundraising, tutoring, mentoring, or neighborhood revitalization.

### Ineligible Volunteer Service

- Volunteer Service that directly benefits eligible participants and/or their families is not eligible.
- Volunteer Service performed by family members other than the employee and employee's spouse is not eligible.
- Anticipated volunteer service not yet performed or participation and/or pledges for "thon-type" activities (examples: walk-a-thons, bike-a-thons, etc.) are not eligible.

### Guidelines

#### Eligible Participants

- Regular, full-time, and part-time employees of MPC.
- Legal spouses of regular, full-time, and part-time employees of MPC.

#### Eligible Organizations

Eligible organizations must be located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the Code.

In addition, eligible organizations must fit into one of the following categories: civic, arts and culture, health and human service agencies, and environmental organizations.

#### Ineligible Organizations

- Educational organizations.
- Religious organizations such as churches and synagogues (except when the activities being sponsored by a religious organization are nonsectarian, such as soup kitchens or shelters).
- Political and labor advocacy organizations.

### Procedures

#### How to Apply

- Upon completion of 24 hours of eligible volunteer service, the participant completes Section A of the application and mails it to the nonprofit organization. If completed online, the application is sent automatically by electronic means.
- An authorized representative of the nonprofit organization completes Section B, verifying the number of volunteer service hours performed and that the organization and volunteer service request qualifies under the MPC VIP published guidelines.
- The organization sends the completed application and required documents to the MPC Volunteer Incentive Program Administration Office address listed on the application.
- Upon receipt, the Program Administration staff reviews the application for accuracy and eligibility. Incomplete forms may result in processing delays.
- Eligible grant requests are processed on the following quarterly schedule.

Received By:	3/31	5/31	8/31	11/30
Processed By:	4/30	6/30	9/30	12/31

- The \$200 grant payable to the eligible nonprofit organization will be sent directly to the organization.
- After the nonprofit organization has submitted the application to the Program Administration Office, please allow thirty processing days before checking the status of the grant request.

### Conditions

- The MPC Volunteer Incentive Program runs on a calendar year basis. Individual volunteer grant requests apply against the calendar year grant limit in which the volunteer service is performed. Applications must be submitted no later than March 31 of the year following completion of service.
- Grants may not be used to directly benefit volunteers or their families, i.e., tickets for fundraising events, membership dues or school tuition.
- MPC may suspend, amend or discontinue the program at any time and reserves the right to determine whether a grant shall be made based on eligibility.

### For Further Information

E-mail, call or write:  
Marathon Petroleum Company LLC Volunteer Incentive Program  
P.O. Box 2236  
Princeton, NJ 08543-2236

Telephone: 1-866-609-8071  
Fax: 1-609-799-8019  
E-mail: [mpclcvip@easymatch.com](mailto:mpclcvip@easymatch.com)

In addition to this form-based process, volunteer grant requests can be submitted online at the following website address:

Website: <http://www.easymatch.com/mpclcvip>



**SECTION A – Completed by Employee**

Directions: Employee completes Section A and sends the completed MPC Volunteer Incentive Program (MPC VIP) application and guidelines to the eligible nonprofit organization.

**This application covers hours performed by:**

**Employee**    **Spouse**    **Employee & Spouse**

*(Please check one)*

EMPLOYEE NUMBER

EMPLOYEE FIRST NAME, MIDDLE INITIAL, LAST NAME

SPOUSE FIRST AND LAST NAME *(COMPLETE ONLY IF THIS IS A SPOUSAL APPLICATION)*

HOME ADDRESS

CITY/STATE/ZIP

BUSINESS PHONE NUMBER

E-MAIL ADDRESS

Number of Hours: \_\_\_\_\_

During the period:

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Description of volunteer work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is true and that I have received no tangible benefit for my services.

SIGNATURE OF EMPLOYEE

DATE

**SECTION B – Completed by Nonprofit Organization**

Directions: Nonprofit Organization completes Section B and sends the completed MPC Volunteer Incentive Program (MPC VIP) application and required documents to the MPC VIP address below.

LEGAL NAME OF THE RECIPIENT ORGANIZATION

EMPLOYER IDENTIFICATION NUMBER

MAILING ADDRESS

CITY/STATE/ZIP

PHONE

FAX

E-MAIL ADDRESS

WEBSITE ADDRESS

I certify that the individual(s) named in Section A completed a minimum of 24 hours of eligible volunteer service during the stated period. I further certify that this organization qualifies under the MPC Volunteer Incentive Program guidelines stated on the reverse side of this application.

AUTHORIZED REPRESENTATIVE

TITLE

SIGNATURE

DATE

If this is your organization's first request to the MPC Volunteer Incentive Program during this calendar year, please attach the following documentation:

- A copy of your 501(c)(3) determination letter, or verification that your organization is an instrumentality of a state or local government as provided by Section 170(c)(1) of the Internal Revenue Service.
- Materials that describe your organization, such as a mission statement or program brochure.

**Mail completed applications to:**

MPC Volunteer Incentive Program  
P.O. Box 2236  
Princeton, NJ 08543-2236

Website: <http://www.easymatch.com/mpcllcvip>

Telephone: 1-866-609-8071

E-mail: [mpcllcvip@easymatch.com](mailto:mpcllcvip@easymatch.com)