



# GRANTS FOR VOLUNTEERS

## Program Guidelines

Office Depot is proud to honor the involvement of its associates in the community. Through the **Grants for Volunteers** program, associates may apply for grants to benefit those organizations where they volunteer. This program not only rewards the organizations to which our associates so willingly donate their time, but also strengthens the communities in which we live and do business.

Eligible associates may apply for two (2) grants each January – December calendar year.  
Associates must be active volunteers in the organization(s) for which they are seeking a grant.

### Eligible Participants

- All active, regular full-time U.S. associates (including Puerto Rico) with at least one (1) year of continuous service at the time the volunteer service begins.

### Ineligible Participants

- Temporary associates
- Associates on a leave of absence or long-term disability.
- Associates that are a board member, owner or officer of the organization for which they are volunteering.

### Requirements

- Completion of a minimum of 40 hours (without pay) of volunteer work within a six-month period to an eligible organization.
- You must have been an eligible participant during the entire time the volunteer service was performed.

### Eligible Organizations

In order to be eligible under this Program, the non-profit organization must be based in the U.S., its territories or the Commonwealth of Puerto Rico and:

- Recognized by the Internal Revenue Service (IRS) of the U.S. Treasury Department as tax exempt under the U.S. Internal Revenue Code Section 501(c)(3).
- Be an accredited public or private elementary or secondary school.

### Ineligible Organizations

- Fraternal organizations that donate to other needy organizations.
- Political organizations or activities, professional associations and veterans' organizations.
- Religious organizations.
- Participation in single, short-term events (e.g., bike-a-thons, food drives).
- Organizations whose IRS tax-exempt status has expired.

### How to Apply

- Associate completes Part 1 of the application form, and forwards the entire form (including these program guidelines) to the organization.
- An authorized Financial Officer of the organization completes and signs Part 2, and returns the form, together with a copy of the most current 501(c)(3) IRS determination letter to the address listed on the bottom of the form.

### Application Processing

- Upon receipt of the application form, the Office Depot program administrator will review and after determining eligibility, will authorize payment of a grant in accordance with the provisions of the program.
- The Office Depot program administrator will notify the associate if the grant has (has not) been approved for processing.
- Applications are accepted on an on-going basis, and are processed on a monthly basis.
- Incomplete forms and/or documentation may delay the review process, and will be returned to the organization and/or associate.
- The Office Depot program administrator must receive all application forms and final documentation no later than March 15<sup>th</sup> for any volunteer service performed during the previous January – December calendar year.

### Program Administration

- While it is intended that this program will be a continuing program, it is subject to amendment, suspension or termination at any time.
- If a grant is at any time found to have been generated by an ineligible individual, this falsification of information would lead up to, and include, termination of employment.
- If a grant were found, at any time, to have been generated by an ineligible organization, the falsification of information would lead up to and include permanent removal of the organization from future participation in the Program.
- Office Depot shall determine the interpretations and the administration of this program, and decisions shall be final.
- Office Depot reserves the right to request further supporting documentation it considers necessary.
- All organizations must demonstrate a commitment to diversity and equal opportunity. In addition, all organizations must be nonsectarian and nondenominational.
- Associates may obtain additional copies of the *Grants for Volunteers* form via the HR portal.
- If you have any questions, please contact:

Office Depot, Inc.  
Grants for Volunteers 24C7858  
2200 Old Germantown Road  
Delray Beach, FL 33445  
(561) 438-7858



# GRANTS FOR VOLUNTEERS

## Application Form

### PART 1 – To be completed by the Office Depot associate

Associate Name (Last, First, Initial)		EMP ID #	Full-Time Hire Date
Location #	Department	Job Title	
Home Address		City, State, ZIP	
Home Phone (including area code)		Work Phone (including area code)	
Name of Nonprofit Organization		Volunteer Service Hours Performed During the Following Dates: _____ To _____	
Briefly describe the organization's activities			
How long have you been a volunteer at this organization?	Are you	<input type="checkbox"/> A board member of the organization? <input type="checkbox"/> An owner of the organization? <input type="checkbox"/> An officer of the organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
I certify that my participation with the organization listed above meets the eligibility requirements of the Office Depot Grants for Volunteers program, and that I do not receive any type of compensation for my volunteer services. I hereby authorize the above named organization to verify the volunteer hours listed and report it to Office Depot in order to qualify for a grant under the Office Depot Grants for Volunteers program.			
Signature of Associate			Date

### PART 2 – To be completed by an authorized Financial Officer of the organization

Organization Name		Federal Tax Identification Number (required)	
Address			
City, State, ZIP		Phone (including area code)	Fax (including area code)
Financial Officer Name		Financial Office Title	
Name of Volunteer	Total hours volunteered	Is the volunteer a member of the governing board? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the Activity Performed by the Volunteer		Have you received and read the Program Guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I certify that the volunteer listed on this application performed the volunteer service hours and activity designated above. I further certify that this organization is non-profit and meets the requirements of being either a 501(c)(3) organization or an accredited public or private secondary or elementary school. By signing below, I acknowledge that this grant does not represent payment for tuition, services, fees or any other direct tangible benefits to be given to the volunteer or any person named by the volunteer.			
Signature of Financial Officer			Date

**Attach a copy of the most recent 501(c)(3) determination letter (required) from the IRS, and return with this form to:**

Office Depot, Inc.  
 Grants for Volunteers 24C7858  
 2200 Old Germantown Road  
 Delray Beach, FL 33445

#### For Office Depot Use Only

Date Received:	Date Processed:	Amount Processed:	Date Check Mailed:
Additional Notes:		Signature of Program Administrator:	