



PSEG dollars for doers application

employee

to complete/please print or type

individual application team application

PSEG company where volunteer works

- PSE&G PSEG Energy Holdings PSEG Services
- PSEG Power other PSEG company

volunteer or team leader's name (last, first, middle) _____

employee # _____ date employed _____

position/title _____ department _____

mail code _____ cost center _____ company phone _____

home address _____

city / state / zip _____ county _____

home phone _____ email _____

How many hours does the volunteer or team serve? (minimum requirement: 50 hrs/yr) _____

If applying as a team, how many hours are provided by PSEG employees? _____

List names of PSEG employees (Make separate list, if unable to include all names below.)

Provide a one-sentence description of the volunteer activity (and team name, if applicable):

I hereby certify that I do not receive any compensation for my volunteer service, and that the information contained in this document is true and accurate to the best of my knowledge.

volunteer or team leader's signature / date _____

Are you a board member of the organization? yes no

organization

to complete/please print or type

name of organization _____ EIN # _____

address _____

city / state / zip _____

phone _____ fax _____

email _____

web site _____

I hereby certify that the employee or team has performed the volunteer services and hours as described. If our organization did not receive a PSEG Dollars for Doers grant in the past, a copy of our IRS 501(c)(3) determination letter is enclosed with this application.

name of officer (please print) _____

title _____

signature _____ date _____

Please return application by December 1st to:

PSEG - Dollars for Doers Grant Program
P.O. Box 2248
Princeton, NJ 08543

toll free **1-866-877-1028**

e-mail pseg@easymatch.com
Web site <http://pseg.volunteermatch.org>





PSEG dollars for doers guidelines

how the **process** works

If all the criteria are met under Employee Eligibility and Organization Eligibility and the application is completed correctly, the nonprofit organization will receive a Dollars for Doers grant.

The employee completes Section 1 of the application, then signs and forwards it to the nonprofit organization.

The nonprofit organization completes Section 2 of the application, then signs and forwards it to PSEG Dollars for Doers Grant Program.

The grant check is made payable and mailed directly to the 501(c)(3) organization. The check stub includes the name of the employee volunteer who submitted the application.

The employee will be notified when the grant check is mailed to the organization.

Both the employee volunteer and the recipient organization will be notified if an application is ineligible.

The employee can also apply online and the nonprofit organization will be e-mailed for verification.

employee eligibility

an individual volunteer must:

- Be a permanent full- or part-time PSEG employee with at least three months of continuous company service.
- Be an established, active, non-compensated volunteer with the organization.
- Provide a minimum of 50 hours of service per year to the organization.

volunteer teams:

- For teams with more than one PSEG member, the grant will only count toward the team leader's two Dollars for Doers awards.
- For team submissions where more than one team member is an employee, hours can be combined.
- Team members, such as family, friends or co-workers, do not need to satisfy the minimum hour requirement. However, their hours do not count toward the 50 hour requirement.
- Must provide a team name and a one sentence description of the team's volunteer activities.

all employees must:

- Perform their volunteer activities in addition to and separate from their job responsibilities.
- Conduct volunteer activities such as board participation, committee work, fundraising, tutoring, mentoring, or neighborhood revitalization.

A maximum of two grants per employee will be awarded in a calendar year for different organizations.

organization eligibility

The organization must be recognized by the Internal Revenue Service as tax-exempt, and designated as a public charity under Section 501(c)(3) of the Internal Revenue Service Code.

Organizations that did not receive a Dollars for Doers grant in the past must enclose a copy of their IRS 501(c)(3) determination letter. (State tax exemption is not sufficient.)

The organization may receive no more than one grant per employee and no more than three grants per calendar year.

The following types of organizations are not eligible: technical, professional, and those that are primarily religious, political, fraternal, social, or hobby/recreation-oriented.