

# **Starbucks VOLUNTEER GRANTS – Partner Match - Time**

## **Eligible Individuals**

Full time employees  
Part time employees  
Temporary employees  
Retirees  
Employees on Long/Short Term Disability  
Employees on Leave of Absence  
Board of Directors

### Additional Info:

Partners are eligible to participate immediately (donor feed updated monthly)

## **Eligible Forms of Volunteering**

25 or more hours with a qualified organization

- Submit hours once the volunteer project is complete
- Submit hours volunteered 'to date' for an ongoing project

## **Restrictions – Ineligible Volunteer Activities**

- Projects that do not directly involve a nonprofit organization
- Any project involving brewing or serving coffee
- Time spent training for an event, such as a marathon
- Time spent fundraising and participating in events does count
- for events that are several days long, the time spent walking or riding can be counted
- Blood donation or other medical procedures
- Foster parenting

## **Registration Deadline**

Hours must be submitted within 12 months of the project's start date

## **Confirmation Deadline**

Nonprofit confirmation must be provided by September 1 of the following year to receive a match

## **Eligible Institutions**

Nonprofit organizations tax exempt under 501(c)(3)  
Colleges & Universities  
Churches/Religious Organizations – secular programs/services only  
K-12 Public Schools  
Private Schools

School Districts  
Government Entities  
Private Foundations  
Non 501(c)(3) Organizations  
Other: Registered Charities in Canada

### **Ineligible Organizations**

- Non 501(c)(3) organizations
- Political Organizations
- Religious organizations benefitting only those with like beliefs
- Private foundations
- Professional organizations

### **Nomination**

Yes

No

Manual verification with proper documentation

Current (within 90 days) IRS Affirmation or Determination Letter

IRS 4163C Letter for churches

Group Ruling/Exemption Information

Catholic Directory Listing - Catholic churches & organizations

Verification via NCES website

If you are not sure if an organization is eligible, ask CC Mgr or Acct Coordinator

### **Matching Grant Levels**

- 25 hour minimum
  - \$250 grant for 25-49 hours
  - \$500 grant for 50-74 hours
  - \$750 grant for 75-99 hours
  - \$1000 grant for 100+ hours

Maximum match per employee is \$1,500 per fiscal year for Choose to Give & Individual MYM combined

### **Payout**

Payouts are processed quarterly (December, March, June, September)

Thank you,

Erin  
Starbucks Partner Giving Programs  
Online Support Team  
Toll Free: (866) 763-1815