



50 Volunteer Hours = \$750

Verizon Foundation
Volunteer Incentive Program (VIP)



Do you volunteer 50 or more hours each year...

- Serving with your local PTA?
- Coaching Little League, soccer, chess?
- Leading a Boy/Girl Scout troop?
- Tutoring children in an after-school program?
- Serving on a non-profit board?
- Ushering at your place of worship?
- With a local volunteer fire/EMS squad?
- Etc.?

Make sure your volunteer hours are counted! Log your volunteer hours online using the Volunteer Journal at:

www.verizonfoundation.org/volunteer/journal

Log 50 hours or more with the same nonprofit organization before year end to qualify for a \$750 Volunteer Incentive Program (VIP) grant for that organization.

**Registration must be completed
by December 31, 2011**

Volunteer Incentive Program (VIP) Rules:



- All US-based active full-time and part-time employees are eligible
- Donor must be an active full-time or part-time employee when hours are volunteered, registered, and confirmed by nonprofit organization.
- Retirees are not eligible to participate in VIP
- Employee must log their hours using the online Volunteer Journal. If employee logs 50 or more volunteer hours in the current calendar year with a qualified nonprofit or public school they can apply for a \$750 Volunteer Incentive Program (VIP) grant from the Verizon Foundation.
- Employees can only log hours that they have already volunteered. Employees may not log proposed or projected volunteer hours.
- Hours must be completed and registered online within the current calendar year.
- In order to receive the VIP award of \$750, the recipient nonprofit organization must verify the specified hours of service by the employee online no later than March 31 of the following calendar year (i.e. hours registered in 2011 must be confirmed by 3/31/12)
- Employees are eligible to receive two VIP awards, of \$750 each, in a calendar year for two separate nonprofit organizations
- Employees are not permitted to confirm/verify their own volunteer hours or those of another Verizon employee
- Employees' family members* are not permitted to verify/confirm employees' volunteer hours on behalf of a nonprofit organization
- Employees are not permitted to request a VIP grant on behalf of organizations where they, or an immediate member of their family* receive any direct or indirect commercial or financial benefit as a result of their volunteer activities with those organizations
- The benefitting nonprofit organization/school may not enter volunteer hours on behalf of an employee
- The Verizon Foundation/Verizon Foundation Customer Service Center is not permitted to register a donation on behalf of an employee.
- A nonprofit organization may receive up to \$25,000 per year through VIP

FOUR EASY STEPS TO EARNING A \$750 VIP GRANT

1. Volunteer with an eligible 501(c)(3) non-profit organization or a K-12 public or private school
2. Use the "Volunteer Journal" found at www.verizonfoundation.org/vip to log your volunteer hours
3. When you log 50 or more hours, complete the VIP online matching gift registration process
4. Provide instructions for your nonprofit to confirm your volunteer hours
(System will generate step-by-step instructions for nonprofit confirmation.)

VIP records are reconciled; checks are batched and mailed quarterly.
Please be sure to register your 2011 hours no later than December 31, 2011.

Program Rules are subject to change, please be sure to read all rules as posted on the Verizon Foundation website prior to registering for a VIP grant

www.verizonfoundation.org/vip