

FY15 Volunteerism Always Pays (VAP) Program Guidelines

(Note: These guidelines are for VAP and Event VAP)

At Walmart, engaging in our local communities is an important part of our culture. We encourage associates to contribute their time and talent to charitable organizations that matter to them. Our Volunteerism Always Pays (VAP) program recognizes and further supports these efforts by providing grants to eligible community organizations, based on the hours volunteered by associates.

Associate Eligibility

- All active, full-time and part-time associates based in the U.S. and Puerto Rico. Temporary associates are not eligible.
- Associates must have been employed with the company when the hours were volunteered and at the time that the VAP application is submitted and processed.
- Associates must be "off the clock" at the time they volunteered and must not receive any type of compensation or benefit for their services.

Organization Eligibility

- Organizations with a current 501(c)(3), (4), (6) or (19) tax-exempt status, listed in the IRS Master File
- Recognized government entities such as fire and police departments
- Schools, including public & private schools colleges & universities
- Churches that address and benefit the needs of the community at large such as a food pantry, soup kitchen, clothing closets, etc.

Restrictions

- Associates are limited to four VAP applications per fiscal year. Facilities are limited to four Event VAP applications per fiscal year. Associates and/ or facilities may submit a fifth application if the volunteerism is focused on Hunger Relief.
- Event VAPs must be sponsored and planned by the nonprofit. Events planned by associates do not qualify, such as tournaments or fundraising events not managed by the nonprofit.
- Volunteer activities for churches that do not benefit the community at large are not eligible. Examples would include singing in the church choir, teaching Sunday school, etc.
- All associate volunteer hours must be beyond normal daily activities, such as driving kids to school or practice, cooking meals for family, etc.
- Virtual or non-community facing personal activities including walking, training or exercising on the associate's own time do not qualify as volunteer hours.

Application Periods and Deadlines

- Associates may submit applications through Dec. 31 at 11:59 pm (EST).

Application Periods and Deadlines (continued)

- Organizations will have until Jan. 10 at 11:59 pm (EST) to confirm volunteer hours.
- Hours from one fiscal year may accumulate and roll over to a new fiscal year, provided they are not duplicated.

Grant Amounts

Individual VAP

Grants are \$250 for at least 25 hours of volunteer service

Event VAP

Grants range from \$500-\$5,000, depending on the number of associates involved and hours volunteered. (A minimum of five associates and 25 hours are needed to qualify)

Application Process

1. Review program guidelines to determine whether the organization and volunteer hours qualify for VAP. Associates must confirm that they were 'off the clock.'
2. If eligible, apply online on the WIRE at Me@Walmart>Walmart Foundation>Volunteerism. Applications can be submitted between Feb. 1 and Dec. 31. Please note: VAP and Event VAP are two separate applications.
3. After submitting an application, print the instructions for the organization to confirm hours. This is the Verification Coupon.

Approval Process

1. Organizations must verify the number of hours submitted. The deadline for verifying is January 10th.
2. Once verified, applications are typically reviewed within 30 days.
3. If approved, checks will be sent directly to the recipient organization. It will take up to 90 days for the organization to receive its check.
4. To check the status of an application go to the main VAP application page on the WIRE (follow path below)

Resources

- Find VAP FAQs, Certificates, Order Forms for T-Shirts/Hat, Program Updates, Time Off Policy, VAP reporting on the WIRE (follow path below).
- Walmart Foundation Hotline: 1-800-530-9925.

For more information about VAP, please visit the Volunteerism webpage on the WIRE at Me@Walmart>Walmart Foundation>Volunteerism or www.WalmartOne.com. Click on 'Volunteering.Giving.' under the 'Get Involved' Tab.



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**Volunteerism Always Pays (VAP) Program
FY15 Frequently Asked Questions (FAQs)**

(Please note: This includes FAQs for both Individual VAP and Event VAP)

Click on a question below to quickly link you to the answer.

[What is the difference between individual VAP and Event VAP?](#)

[What are VAP/EVAP grant levels?](#)

[When can I request an individual VAP or Event VAP?](#)

[I'm new to the company. When can I apply for VAP?](#)

[Does the Time Off Policy allow me to apply for VAP?](#)

[How many VAP/EVAPs grants may I request?](#)

[How many Event VAPs can I take part in?](#)

[What organizations qualify for VAP and Event VAP funding?](#)

[What is a faith based organization?](#)

[Does volunteer service for my church qualify for VAP?](#)

[Are CMNH fundraising activities eligible for VAP/EVAP?](#)

[Does the volunteer activity have to take place over the course of one year?](#)

[Can I combine volunteer hours at different eligible organization for a VAP/EVAP grant?](#)

[What is the deadline for submitting VAP and Event VAP?](#)

[Who can enter and approve Individual VAP requests for associates?](#)

[Who can enter and approve Event VAP requests for teams of associates?](#)

[What should I do if my organization is not found after searching every possible name combination?](#)

[What can I do if I am trying to enter associates into an Event VAP, and I am unable to locate some associates?](#)

[How do I upload my signup sheet for Event VAP?](#)

[How do I delete an uploaded file?](#)

[Where can I get a copy of the verification coupon/receipt to give to the nonprofit?](#)

[If a VAP or Event VAP grant is approved, where and when is the check mailed?](#)

[Where can I view VAP and Event VAP usage for my facility or department?](#)

[Policies](#)

**Volunteerism Always Pays (VAP) Program
FY15 Frequently Asked Questions (FAQs)**

(Please note: This includes FAQs for both Individual VAP and Event VAP)

What is the difference between individual VAP and Event VAP?

- Individual VAP is for associates who volunteer independently, on their own time, for a qualifying organization.
- Event VAP is for groups or teams of five or more associates volunteering together. Associates from any facility or department can participate in Event VAP together, including associates from different facilities or departments.

Note: Associates should not submit an individual VAP and Event VAP using the same volunteer hours.

What are VAP/EVAP grant levels?

Program	Number of Associates	Minimum Number of Volunteer Hours	Anticipated Grant Amount
Individual VAP	1	25	\$250
Event VAP	5	25	\$500
Event VAP	10	50	\$1,000
Event VAP	20	100	\$2,000
Event VAP	30	150	\$3,000
Event VAP	40	200	\$4,000
Event VAP	50	250	\$5,000

When can I request an individual VAP or Event VAP?

- An associate may apply for an individual VAP once they volunteer 25 uncompensated hours, with a single, eligible nonprofit organization.
- A group or team of five or more associates may apply for Event VAP once they have reached a minimum of 25 uncompensated combined volunteer hours.

I'm new to the company. When can I apply for VAP?

- Associates can begin counting volunteer hours from their first day of employment. Once they have accumulated a minimum of 25 hours, you will be able to apply for your first VAP.

Does the Time Off Policy allow me to apply for VAP?

- The time off policy, owned and managed by Human Resources, is a policy that allows associates to ask for one day off a year to volunteer.
- If your manager has approved your time off ('off the clock') to volunteer, your time volunteering will allow you to apply for VAP/EVAP grants, given all other eligible criteria are met.

How many VAP/EVAPs grants may I request?

- Associates may submit up to four Individual VAP applications per fiscal year.
 - Each facility or department may submit up to four Event VAPs grant applications each fiscal year.
- Note:** Associates and/or facilities may submit a fifth application if the volunteerism is focused on Hunger Relief.

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How many Event VAPs can I take part in?

- Associates can participate in an unlimited number of volunteer activities, however, the number of individual VAP and EVAPs that associates or facility/departments may request are limited to five (as stated in question above.)

What organizations qualify for VAP and Event VAP funding?

- Organizations with a current 501(c)(3), (4), (6) or (19) tax-exempt status and listed in the IRS Master File.
- Recognized government entities such as law enforcement and fire departments.
- A K-12 public or private school, charter school, community/junior college, state/private college or university. Must have an NCES (National Center for Education Statistics) number or 501(c)(3) tax-exempt status.
- Churches and other faith based organizations with programs or projects that address and benefit the needs of the community at large, such as a food pantry, soup kitchen, clothing closets, etc.
Note - VAP grants cannot be awarded for any project benefiting members/ groups within the organization such as youth trips, mission trips, Sunday schools, church choirs or other activities that are for the sole benefit of the organization and its members. Hours spent volunteering for these efforts do not qualify for VAP.

What is a faith based organization?

The Corporation for National and Community Service defines faith based organizations as:

- a religious congregation (church, mosque, synagogue, or temple)
- an organization, program, or project sponsored/hosted by a religious congregation (may be incorporated or not incorporated)
- a nonprofit organization founded by a religious congregation or religiously-motivated incorporators and board members that clearly states in its name, incorporation, or mission statement that it is a religiously motivated institution
- a collaboration of organizations that clearly and explicitly includes organizations from the previously described categories.

Does volunteer service for my church qualify for VAP?

- If the volunteer service benefits the community at large, rather than the congregation or church itself, it may qualify. **Examples of qualifying church or faith based projects include food banks, soup kitchens, clothing closets, shelters, job skills training, tutoring programs, homeless outreach, etc.**
- Non-qualifying volunteer church service includes worship activities, singing in the choir, teaching Sunday or VBS, driving church bus, landscape/yard maintenance, general cleaning, etc.
- **Note:** VAP/EVAP applications for **Boy or Girl Scout troops, packs or councils** that are sponsored by a church should be submitted using the organization information from the Boy Scouts of America or Girl Scouts of America affiliate.

Are CMNH fundraising activities eligible for VAP/EVAP?

- Children's Miracle Network Hospital fundraising efforts in general are not eligible for VAP. However, associates who are volunteering at a local children's hospital may qualify.

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- VAP grants must be awarded directly to the hospital and kept separate from the funds your facility raises to meet your campaign fundraising goal. VAP grants do not count toward your fundraising goal and cannot be credited to the facility's 165 account.
- In-facility fundraising and preparing for in-facility fundraising (such as baking, shopping, etc) will not be considered for VAP or Event VAP.

Does the volunteer activity have to take place over the course of one year?

- No. Time volunteered rolls over until you have collected the minimum number of hours needed to apply for VAP or Event VAP.

Can I combine volunteer hours at different eligible organization for a VAP/Event VAP grant?

- No. All hours submitted in an application must be performed for one eligible organization, and the donation must be designated to the same eligible organization.

What is the deadline for submitting VAP and Event VAP?

- Associates may submit applications through Dec. 31. at 11:59 pm (EST).
- Organizations will have until Jan. 10 at 11:59 pm (EST) to confirm volunteer hours.
- Hours from one fiscal year may accumulate and roll over to a new fiscal year, provided they are not duplicated.

Who can enter and approve Individual VAP requests for associates?

- All individual VAP applications are entered by the associate who performed the volunteer service. Associates cannot enter VAP applications or verify hours for other associates.
- Individuals who are representatives of the organization and who are not associates can confirm volunteer hours for **VAP/Event VAP applications**.

Who can enter and approve Event VAP requests for teams of associates?

- A salaried member of management must submit the Event VAP application. The Event VAP will be credited to the facility number of that salaried member of management, where they worked at that point in time.
- The salaried member of management that submits the application is referred to as the team leader. The team leader does not have to be present at the event in order to submit the application.
- Individuals who are representatives of the organization and who are not associates can confirm volunteer hours for **VAP/Event VAP applications**.

What should I do if my organization is not found after searching every possible name combination?

- First, you should confirm your organization's nonprofit status with a staff member of the organization. You may also call the Foundation hotline at 800-530-9925 to confirm if the organization already exists in the database.
- If you are sure you have the correct information and are unable to locate it, you may nominate your organization for inclusion in the Walmart Foundation's VAP database. Once the nomination is verified by the organization, it can take up to 30 days before the nomination is reviewed and approved by the Foundation.

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What can I do if I am trying to enter associates into an Event VAP, and I am unable to locate some associates?

If you are unable to find some associates in the search screen, try the following:

- Search by at least three of the four search fields (first name, last name, location number or date of hire)
- If the associate previously worked in a different facility, try searching by the associate's previous facility number
- If the associate has had a name change while working for Walmart, try searching by their previous name
- The associate may have a hyphenated last name (Examples: Sally Wall-Jones.) Try searching the full name.
- The associate may be listed by a nickname or shortened name. Try searching by the name listed.
- If the associate has recently been on leave, please ask them to check with HR to determine if they are coded accurately in the system.

How do I upload my signup sheet for Event VAP?

Use the following steps to upload a file:

- Scan and save your completed signup sheet to your computer's hard drive.
- Confirm that your file is smaller than 10 MB. Files 10MB or higher won't upload to the system.
- Click on the "Upload File" link.
- Note that this is a pop-up window. If you have a pop-up blocker, you will need to disable it in order to proceed.
 - (If you are unsure how to disable this option, call Field Support at 479-273-4357 for assistance).
- Click the "Browse" button in the File Upload window in order to select the saved file from your computer.
- Select the file from your computer.
- Click the "Open" button.
- Click "Upload File."
- The name of the file you chose will then appear below the "Upload File" button. Once you close the File Upload window, the page will refresh and the file will appear below the "Upload File" link.

How do I delete an uploaded file?

- Click the "Delete File" link located next to the uploaded file.
- On the screen that comes up, choose delete.
- Click "Done" on the next screen.

Where can I get a copy of the verification coupon/receipt to give to the nonprofit?

- You can get a copy of the coupon with instructions explain how to verify your volunteer hours for the nonprofit by going to the VAP homepage and clicking on the link in the Description next to the nonprofit name. Follow this path to get the VAP homepage. WIRE > Me@Walmart > Walmart Foundation > Volunteerism > Apply for VAP/EVAP

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If a VAP or Event VAP grant is approved, where and when is the check mailed?

- In an effort to increase efficiency and ensure delivery of funds, all checks will be mailed directly to the recipient organizations on a weekly basis. You can view the status of a check by visiting the VAP or Event VAP application and clicking on the request details link.

Where can I view VAP and Event VAP usage for my facility or department?

- A reporting tool is available on the WIRE > Me@Walmart > Walmart Foundation > Facility Grant Report.
- Multi-facility Event VAP applications will be credited to the facility who submitted the application. **Meaning the application will utilize one of that facility's Event VAP applications for the year.** You may still be able to view associates and hours volunteered from different facilities by drilling down in the report tool by first searching for that facility number.

Policies

- The Volunteerism Always Pays program is sponsored by the Walmart Foundation. The Foundation, in its sole discretion, will interpret all policies and program guidelines and will determine if any particular application is suitable for grant. All decisions will be final. The Foundation reserves the right to amend or modify this program at anytime.
- All policies and procedures established by Walmart or the Walmart Foundation must be followed. The policies listed below should be read and shared with any associate participating and requesting VAP/EVAP grants:
 - Solicitation and Distribution of Literature
 - Time Off Policy – Volunteerism and Charitable Contributions
 - Statement of Ethics
 - Associate Pay Policy - Other paid activities



*Example of
instruction sheet for
organization to
approve your
VAP.*

Volunteerism Always Pays Verification Information for Non-Profit Organization

INSTRUCTIONS FOR ASSOCIATE:

KATHLEEN MORRIS

(the instructions below are for: **KATHLEEN MORRIS**)

In order to complete your application, you must:

1. Print this page.
2. Mail, fax or deliver this page to your local organization. *If the address below is not correct, make sure you don't mail it.*

Bentonville Parent Teacher Organization Inc

Po Box 57
Bentonville, AR 72712-0057

INSTRUCTIONS FOR NON-PROFIT:

Bentonville Parent Teacher Organization Inc

(the instructions below are for: **Bentonville Parent Teacher Organization Inc**)

Congratulations! **KATHLEEN MORRIS** has submitted a Volunteerism Always Pays (VAP) grant application on behalf of hours volunteered with your organization. VAP grants are awarded in recognition of associate's volunteerism with your organization.

To be eligible to receive a VAP grant from the Walmart Foundation, you MUST:

1. Visit the following website within 30 days:
http://www.cybergrants.com/walmart/vap/np_login
2. If this is your first time verifying a VAP grant online, please create a password by clicking on the **first time user** link above the login box and completing the necessary information about your organization.
3. If you have used the site before login with your E-mail Address and Password.

Once logged in, YOU MUST:

1. Create or update your contact and organization information.
2. Locate the application by entering the **Gift ID: 50480551 and Donor's Last Name: MORRIS** in the appropriate fields and click the "Search" button.
3. On the next screen click the number in the Gift ID column.
4. Verify the number of hours volunteered by **KATHLEEN MORRIS** by answering the Yes/No question on the Associate Information screen. Then click the "Submit" button at the bottom of the screen to complete the verification process.
5. You will be taken to the "Summary of Today's Activity" screen where the verification you just completed will be displayed.

Verifying a VAP application online is simple and is the fastest way for Bentonville Parent Teacher Organization Inc to initiate the processing of this application. Hours can be verified online 24 hours a day, 7 days a week. If approved, grant checks will be mailed directly to your organization.

Event VAP Sign-up Sheet



THIS PAGE IS FOR INTERNAL/COMPANY USE ONLY – DO NOT FORWARD THIS PAGE TO THE ORGANIZATION

Recipient Organization Information:

Organization Legal Name (exactly as it appears on IRS file): _____

Volunteer Event Information:

Describe the Volunteer event or activity: _____

Where was the event held? _____

Total number of volunteer hours completed: _____ Was this a multi-facility or market event? _____

ASSOCIATES: By signing below you affirm that you have supplied true and correct information to the best of your knowledge. You hereby acknowledge that all hours volunteered on or off Walmart property at this event were "off-the-clock" and that you did not receive monetary or other compensation. By signing, you grant permission to Wal-Mart Stores, Inc. to use any photo images obtained for publicity purposes related to this volunteer activity.

All associates must sign below. Please print your name legibly and provide your facility number, hire date, hours volunteered, and signature.

Facility / Department Number	First Name (print)	Last Name (print)	Hire Date (month/year)	Signature	Hours

Make copies of this form as needed. Completed Sign-up sheets must be uploaded into Event VAP online application.

