Employee Volunteer Fund User Guide
Employee Volunteer Fund

To register an Employee Volunteer Fund application, select “Get Started” under Employee Volunteer Fund.
Searching for an Organization

1. Search for the organization that you made a donation to by entering the organization's name into the keyword search and select the state or search by the organization's tax id or school/district id.

OR

2. For an organization that you have previously submitted a request, select the organization from the “My Organizations” section and select “Create Application” (this box appears once you have submitted an online request).
Selecting the Organization

To select an organization, click the “Select” link in the action column. Carefully review the organization’s address information.

Note: If the address is not correct or you do not see the organization listed, select the “Nominate your organization” link.
Nominating an Organization

If the organization cannot be found by searching, you will need to nominate the organization. Enter the required information, including an email address for the contact at the organization. *If the organization meets eligibility requirements*, it will be added to the database.

Note: It is the responsibility of the employee to provide accurate information on the organization being nominated.
Employee Volunteer Fund Form

Enter the volunteer hours information and select “Save and Proceed”.

Note:

• The volunteer date cannot be in the future
• 25-50 unpaid volunteer hours = $250
• 51+ unpaid volunteer hours = $500
• Maximum of $1,000 per employee / per year
• Maximum of $500 per employee / per organization / per year
Review EVF Form and Submit

Review your information and select “Submit”. If you need to make a change, select “Make a Change” and modify your gift information. The “Save Only” button will allow you to modify the gift record on the EVF page.

Note:
The “Save Only” button does not submit your gift. You must select “Submit” in order for your request to be sent.
Checking Balance & History

EVF Donor Balance:
The Foundation will match employee volunteer hours of 25 or more per organization, up to an annual maximum of $1,000.

<table>
<thead>
<tr>
<th>Employee Volunteer Fund Donor Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Transaction(s):</td>
</tr>
<tr>
<td>Total Match Amount:</td>
</tr>
<tr>
<td>Balance:</td>
</tr>
</tbody>
</table>

EVF Giving History:
Displays detail of registered hours.

- **Create New**: Allows you to create a new Employee Volunteer Fund for the same organization.
- **Description**: Allows you to see the detail of the hours you submitted, including receipt information.
- **Status**: Allows you to see if the gift you registered is awaiting organization confirmation, has been confirmed, approved, declined or paid.

<table>
<thead>
<tr>
<th>Employee Volunteer Fund Giving History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>Create New</td>
</tr>
</tbody>
</table>
List of Organizations

Organizations appearing in this section are organizations to which you have previously donated. To select an organization from “My Organizations”, click the button to the left of the organization’s name and select “Create Application”.

Select from My Matching Gifts Organizations

<table>
<thead>
<tr>
<th>Select</th>
<th>Organization</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CYBERGRANTS TEST ORGANIZATION (NORTH ANDOVER, MA)</td>
<td>![Remove button]</td>
</tr>
<tr>
<td></td>
<td>FELINE FRIENDS RESCUE ADOPTION LEAGUE (SALEM, NH)</td>
<td>![Remove button]</td>
</tr>
</tbody>
</table>

Create Application
For questions about submitting an Employee Volunteer Fund, contact volunteer@fmi.com.