

DRIVEN BY VALUE



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# *Employee Volunteer Fund User Guide*

# Employee Volunteer Fund

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

Freeport-McMoRan employees participate in Global Volunteer Month. Nearly 750 employees, their families and friends participated in projects designed to inspire youth to recognize their full potential through positive experiences and opportunities.



## Matching Gifts Program

The Freeport-McMoRan Foundation Matching Gifts Program is designed to encourage employees to support their communities through charitable giving to eligible organizations including educational institutions / schools, social service organizations, hospitals, environmental organizations, cultural institutions and community funds.

Please note: This is not a donation tool. A donation to the organization AND either an electronic copy of the receipt or an email address for the organization is needed prior to selecting “Get Started”.

[Get Started](#)

## Employee Volunteer Fund / Journal Personal Volunteer Hours

Freeport-McMoRan applauds employees for the time they spend volunteering in their communities and recognizes the value of active involvement. Through the Employee Volunteer Fund section, you can log your personal volunteer hours and/or submit an Employee Volunteer Fund application. Through the Employee Volunteer Fund program, when an employee volunteers 25 hours the nonprofit is eligible to earn a \$250 grant and when an employee volunteers 50 hours or more the organization is eligible for a \$500 grant.

Please note: To apply for an Employee Volunteer Fund application, a minimum of 25 volunteer hours for the same organization (in a calendar year) AND an email address for the organization is needed prior to selecting “Get Started”. For journaling personal volunteer hours, you can select “Get Started” now.

[Get Started](#)

## Volunteer Time Off

The Freeport-McMoRan Volunteer Time Off program supports employees’ community interests by providing one paid day off (eight hours) per calendar year for Phoenix employees to volunteer for an eligible nonprofit organization of their choice.

Please note: The program only applies to volunteer time that is completed during regular work hours and must be taken in increments of no less than four hours. Any time over the eight hours is considered voluntary and will be unpaid. Unpaid volunteer time may be eligible for the Employee Volunteer Fund.

[Get Started](#)

## Volunteerism

Freeport-McMoRan’s roots run deep, as does the company’s commitment to creating a culture of corporate citizenship throughout its global operations. This is supported and fostered in numerous ways, including company-sponsored volunteer opportunities for employees and their families through the High-Grade Helpers program. The High-Grade Helpers program is designed to give employees an opportunity to apply their skills to help their communities grow and thrive as well as stay sustainable.

[Get Started](#)

# 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).

There are two ways that you can submit a matching gift request:

1. Search for the organization using the keyword search and selecting a state, or you can search by Organization Tax ID or School/District ID.
2. For an organization that you have previously submitted a request for, select the organization from your "My Organizations" box, and click the "Create Application" button (Please note: this box appears once you have submitted an online request).

**Step 1: Search for Your Organization to Get Started #1**

To request a matching gift search for the organization you donated to by entering key words of the organization's name and the state (both fields are required). If you cannot find a school by searching Keywords, search using the Tax ID or [School ID \(NCES number\)](#).

Organization Name:

State:

Organization Tax ID or School/District ID:

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**Select from My Organizations #2**

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create Application".

Select	Organization	Remove
<input type="radio"/>	CYBERGRANTS TEST ORGANIZATION (NORTH ANDOVER, MA)	<input type="button" value="X"/>
<input type="radio"/>	FELINE FRIENDS RESCUE ADOPTION LEAGUE (SALEM, NH)	<input type="button" value="X"/>

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**Matching Gift Donor Balance**

**Matching Gifts Program**

Number of Transaction(s):	3
Total Match Amount:	\$2,200
Balance:	\$17,800

Balance = Remaining dollar amount on your \$20,000 balance

**Specials Appeals Donor Balance**

**Special Appeals**

Number of Transaction(s):	0
Total Match Amount:	\$0
Balance:	\$20,000

Balance = Remaining dollar amount on your \$20,000 balance

**Matching Gifts Giving History**

Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.

Action	Organization	Description	Status
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$100.00 on 09/04/2012</a>	Pending Organization Confirmation
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$100.00 on 09/04/2012</a>	Pending Organization Confirmation
<a href="#">Create New</a>	CYBERGRANTS TEST ORGANIZATION	<a href="#">\$1,500.00 on 08/30/2012</a>	Pending Organization Confirmation

# 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.

### Organization Search Criteria

\* indicates required field

Organization Name:

City:

State:

Organization Tax ID or School/District ID:

#### Search Results

If the organization you donated to appears below, click on the "Select" button to complete the matching gift form. If the organization you donated to does not appear:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For Example, if you're looking for "South Elementary School Parent Teacher Organization", just search for "South School".
- **Still can't find your organization? [Nominate your organization](#)** for inclusion in our nonprofit database.

Organization Name	Address	Action
FELINE FRIENDS RESCUE ADOPTION LEAGUE	PO BOX 2452 SALEM, NH 03079-1155 United States Tax ID: 020480464 <a href="http://www.cybergrants.com">http://www.cybergrants.com</a>	<input type="button" value="Select"/>

# 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.

### Nomination Information

\* indicates required field

Please supply as much information about the nonprofit organization you would like to nominate. If/when the organization meets eligibility requirements, it will be added to our database, your matching gift information will be submitted and you will be notified via email. Please note it is the responsibility of the employee to provide accurate information on the organization being nominated.

\* **Legal Name** Please enter the name of the organization.

\* **Address** Please enter the organization's address

\* **City** Please enter the organization's city.

\* **State** Please select the organization's state.

\* **Zip Code** Please enter the organization's zip code.

Telephone Please enter the organization's telephone number.

\* **E-mail Address** Please enter the email address of the organization/contact at the organization.

Website Address Please enter the organization's website address.

\* **Contact First Name** Please enter the first name of organization contact.

\* **Contact Last Name** Please enter the last name of organization contact.

\* **Tax ID** Please enter the organization's Tax ID.

\* **Total Gift Amount** Enter the total, tax deductible, gift amount.

\* **Designation** To direct your match to a particular program or department within the organization, enter here. If you want the organization to direct the match to the area of most need, enter "General Support." Please note, gifts cannot be used for personal benefit.

\* **Gift Date** Please enter the date of your gift.  
  
(MM/DD/YYYY)

\* **Gift Payment Method** Select the gift payment method.

Gift Receipt Upload So that we may process your matching gift request quickly, please upload a copy of your online gift receipt you received from the organization. If you do not upload your gift receipt, the processing time for payment to the organization is 3-4 weeks after the organization confirms your gift.



\* **Donor Authorization** Checking "I authorize" authorizes the institution to report this gift and to apply for a Matching Gift under the Freeport-McMoRan Copper & Gold Foundation Matching Gifts Program.  
 I authorize

# 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

*Recipient: CYBERGRANTS TEST ORGANIZATION 790 TURNPIKE STREET SUITE 300 NORTH ANDOVER, MA 01845-6129 Telephone: 504-582-1780 E-mail Address: <a href="mailto:erika.smith@cybergrants.com">erika.smith@cybergrants.com</a> Website Address: <a href="http://www.cyberg.com">http://www.cyberg.com</a>	
U.S. Tax ID/EIN: 999999999	
* Hours Volunteered	Please enter the total number of hours volunteered during the calendar year. <input type="text"/>
* Volunteer Start Date	Please enter the date you started your volunteer hours. <input type="text"/>  (MM/DD/YYYY)
* Volunteer End Date	Please enter the date you ended your volunteer hours. <input type="text"/>  (MM/DD/YYYY)
* Description	Please enter a description for your volunteer service. <input type="text"/>
<input type="button" value="Save and Proceed"/> <input type="button" value="Return to Home"/>	
<a href="#">Need Support?</a>	

# 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.

### Review Your Volunteer Information

\* indicates required field

Please review your volunteer information. If you would like to make a change, click 'Make a Change'. If you would like to save your application and return to work on it later, click the 'Save Only' button. Clicking the 'Submit' button will immediately send your request to Freeport-McMoRan Copper & Gold Foundation and you will not be able to perform further editing.

\*Recipient: FELINE FRIENDS RESCUE ADOPTION LEAGUE  
PO BOX 2452  
SALEM, NH 03079-1155  
Telephone: 978-824-0352  
Fax: 978-824-0352  
E-mail Address: erika.smith@cybergrants.com

Website Address: <http://www.cybergrants.com>  
U.S. Tax ID/EIN: 020480464

### Employee Volunteer Fund Information

\* Hours Volunteered 25  
\* Volunteer Start Date 09/01/2012  
\* Volunteer End Date 09/06/2012  
\* Description Painted a Shelter

[Need Support?](#)



# 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.

Employee Volunteer Fund Donor Balance	
	Employee Volunteer Fund
Number of Transaction(s):	1
Total Match Amount:	\$250
Balance:	\$750

## 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.

Employee Volunteer Fund Giving History			
Transactions you have registered will appear in this box. To view a transaction detail, click on the hyperlink in the description column.			
Action	Organization	Description	Status
<a href="#">Create New</a>	FELINE FRIENDS RESCUE ADOPTION LEAGUE	<a href="#">25 hours on 09/01/2012 - 09/06/2012</a>	Pending Organization Confirmation



# 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**

Organization's appearing in this box are organization's who you have given to in the past. To select an organization from "My Organizations", click the radio button next to the name of the organization then click "Create Application".

Select	Organization	Remove
<input type="radio"/>	CYBERGRANTS TEST ORGANIZATION (NORTH ANDOVER, MA)	
<input type="radio"/>	FELINE FRIENDS RESCUE ADOPTION LEAGUE (SALEM, NH)	

**Create Application**

For questions about submitting an  
Employee Volunteer Fund, contact  
[volunteer@fmi.com](mailto:volunteer@fmi.com).