DRIVEN BY VALVE



# Employee Volunteer Fund User Guide





### **Employee Volunteer Fund**

# To register an Employee Volunteer Fund application, select "Get Started" under Employee Volunteer Fund.

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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 <u>not</u> 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 <u>prior</u> 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 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.

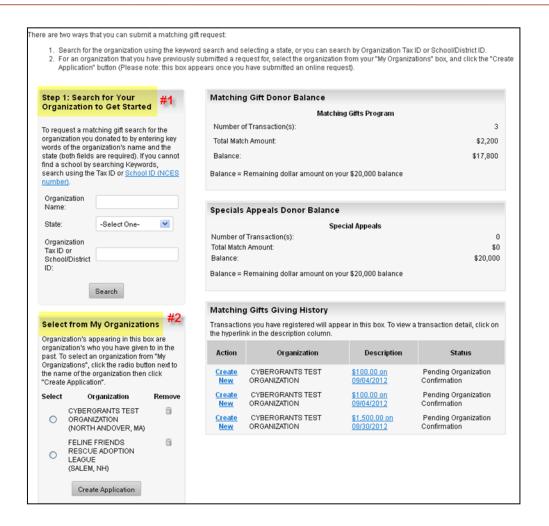
Get Started 🔘

## **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

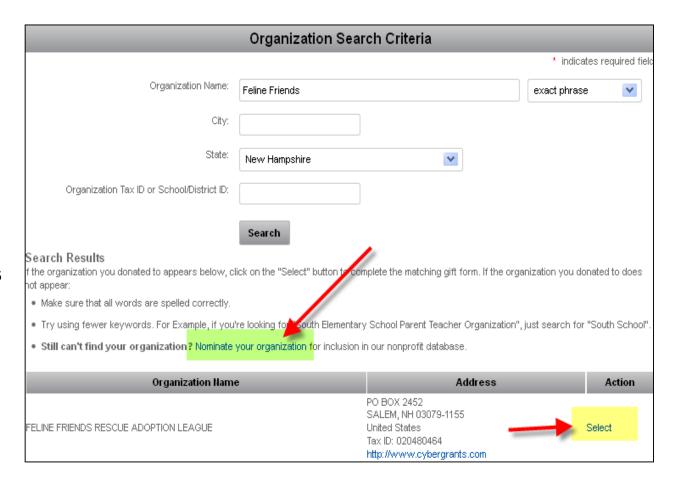
2. For an organization that you have previously submitted a request, select the organization from the "My Organizations" section and select "Create Application" (this box appears once you have submitted an online request).



# **Selecting the Organization**

To select an organization, click the "Select" link in the action column.
Carefully review the organization's address information.

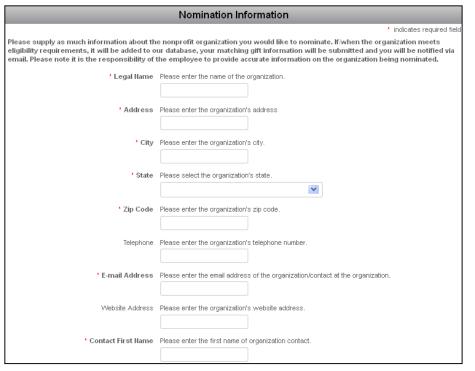
Note: If the address is not correct or you do not see the organization listed, select the "Nominate your organization" link.

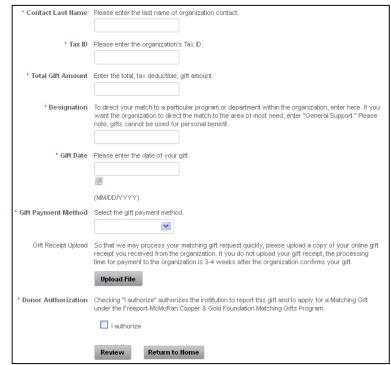


# **Nominating an Organization**

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

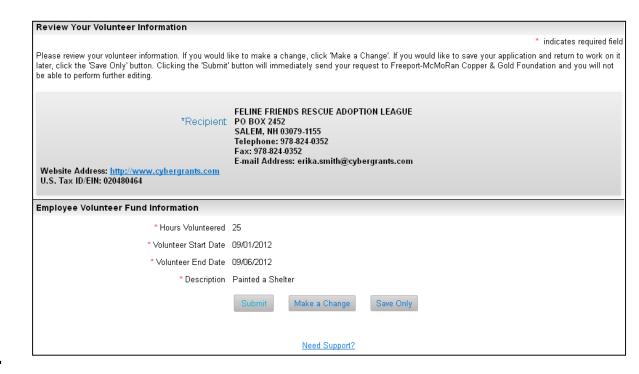
*Recipient: U.S. Tax ID/EIN: 999999999	CYBERGRANTS TEST ORGANIZATION 790 TURNPIKE STREET SUITE 300 NORTH ANDOVER, MA 01845-6129 Telephone: 504-582-1780 E-mail Address: erika.smith@cybergrants.com Website Address: http://www.cyberg.com	
* Hours Volunteered	Please enter the total number of hours volunteered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

### **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.

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
<u>Create</u> <u>New</u>	FELINE FRIENDS RESCUE ADOPTION LEAGUE	25 hours on 09/01/2012 - 09/06/2012	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".



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