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.

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

[Submit]   [Make a Change]   [Save Only]

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
Create New	FELINE FRIENDS RESCUE ADOPTION LEAGUE	25 hours on 09/01/2012 - 09/06/2012	Pending Organization Confirmation

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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.

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