

## FY18 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 are eligible. 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 cannot be compensated by the organization receiving their time.

### Organization Eligibility

- Organizations with a current 501(c)(3) or (19) tax-exempt status, listed in the IRS Master File that conduct activities in the United States
  - Organizations must agree to use grant funds for activities in the United States.
- Recognized government entities such as fire and police departments.
- Schools including public and private schools, colleges and universities.
- Churches with programs that address the needs of the community at large such as food pantries, soup kitchens, clothing closets, etc.

### Restrictions

- **Associates** may submit up to four individual VAP applications per fiscal year. **Facilities** may submit up to four Event VAP applications per fiscal year.
- **Associates** and **facilities** may submit a fifth VAP or EVAP application if the volunteerism is focused on hunger relief.
- Volunteer activities should be sponsored and planned by the nonprofits, meaning the organization should play an active role in planning and managing the volunteerism activities.
- All associate volunteer hours must be above and beyond normal daily activities. Activities that are a part of your normal family responsibilities as a parent, spouse, or family member, including fostering animals.

### Activities NOT eligible for VAP:

- Fundraisers occurring in facilities
- Driving to a volunteer function
- Attending meetings, practice, sporting events, scouting, etc. in which you are not actively volunteering
- Church duties such as choir, Sunday school, etc.
- Wearing t-shirts, pins, buttons, bracelets, etc.
- Training for events (walking, running, biking, etc.)
- Exercising on your own time
- Virtual volunteerism (i.e. sleeping in for a cause, etc.)
- Donating funds to organizations (i.e. jeans days, etc.)

### Application Period and Deadlines

- Associates may submit applications starting Feb. 1 through Dec. 31 at 11:59 pm (EST).
- Organizations will have until Jan. 8<sup>th</sup> 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.
- Applications that are not confirmed by 90 days of submission will automatically be rejected.

### 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.)

**All VAP grant applications are made subject to Walmart’s review of the organization’s reputation and activities and the organization’s agreement to comply with Walmart’s terms and conditions. Walmart reserves the right to decline funding to any organization based on Walmart’s review of the organization’s reputation and activities.**