

Dollars for Doers: Program Description and Benefits

A dollars for doers policy can be put in place in addition to or instead of a matching gift policy. A dollars for doers matches volunteer hours instead of cash that an employee provides for a community benefit organization.

Key Benefits:

- Provides employees with more choices of how to engage in the community
- Promotes employees getting out into the community
- Incentive for volunteerism
- Provides volunteer recognition
- Provides a mechanism to better track employee volunteerism
- Ties to volunteer time off and/or matching gift policies
- Can be used to support specific company-sponsored activities (e.g., science education)
- A way for employees to contribute cash without taking it from their own pocket
- Answers the challenge of not wanting to take off work time to volunteer, since it rewards any volunteerism during work time or on employee's own time.

Specifics:

- Most companies put a minimum and maximum number of volunteer hours it will match per year. For example, the company will match \$100 for every 10 hours volunteered at a community organization, up to \$500 per year.
- The minimum cumulative volunteer hours must be with the same qualified 501(c)(3) organization.
- Eligibility of 501(c)(3) organizations to receive this match are consistent with the eligibility requirements of the rest of the company's corporate giving policies, that is:
 - The recipient organization must be tax-exempt, nonprofit, and hold a current Section 501(c)(3) determination letter from the Internal Revenue Service. The organization must be classified by the IRS as a public charity. The donation must qualify under Section 170(c)(3) of the Internal Revenue Code.
 - The organization/project being funded must have a nonreligious primary purpose and must have non-discrimination policies.
 - The organization/project must serve the community at large.
 - No goods or service may be received by the employee, the employees' family or other designated individuals in exchange for the matching gift.
- All paper work should be received by December 1 for the volunteer hours completed during that calendar year. All matching gifts should be mailed directly to the nonprofit from the company.

Dollar for Doers Policy - Sample Template:

_____ (company name) has created a dollars for doers program to encourage and promote its employees in their philanthropic endeavors. _____ (company name) will match \$_____ (amount) for every 10 volunteer hours up to \$_____ (amount) annually. In order to request a dollars for doers matching gift, please complete the dollars for doers Form (attached) and return it to _____ (staff person responsible for program).

Note:

- The interpretation, application and administration of the dollars for doers program shall be determined by the _____ (staff person responsible for program), and the decision is final.
- In all cases, the company matching gift will be made directly to the nonprofit.

Specifics:

- All _____ (company name) active, part- or full -time regular employees are eligible to participate in the matching gift program.
- An eligible _____ (company name) employee must be affiliated with the recipient organization at the time the matching gift is requested, not a year later, for example.
- The company will match \$_____ (amount) for every 10 hours volunteered at a community organization, up to \$_____ (amount) per year.
- The minimum cumulative volunteer hours must be with the same qualified 501(c)(3) organization.
- Eligibility of 501(c)(3) organizations to receive this match are consistent with the eligibility requirements of the rest of the company's corporate giving policies, that is:
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- All paper work must be received by December 1 for the volunteer hours completed during that calendar year. All matching gifts will be mailed directly to the nonprofit from the company.

Ineligibility:

- Volunteer hours conducted by spouses, other family members, or joining hours made by several individuals.
- Payments for which donors, their families or other individuals designated by donor receive a direct benefit; for example payment for services, tuition, books and student fees.
- Volunteer service for an appointed or elected government board
- Organizations whose primary function is advocacy or litigation
- Organizations/projects that are religious or political in nature or promote a hobby
- Organizations/projects that do not serve the community at large
- Organizations that are membership-based (booster clubs, fraternities, sororities)
- Organizations that discriminate on the basis of age, disability, religion, ethnic origin, gender or sexual orientation
- Athletic teams

Dollars for Doers: Request for Matching Contribution

Date of request: _____

Employee Name: _____

Work Phone: _____

Email: _____

Organization Information:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Federal Tax ID number: _____

Website: _____

Number of hours volunteered: _____

Please summarize your contribution to the non-profit:

Submitted for payment on: _____

Approved by: _____