



# *Pella Rolscreen Foundation*

## *Volunteer Recognition Program Guidelines*

*Pella Corporation Volunteers . . . Building Better Communities . . . Person by Person . . . Hour by Hour*

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### ***Volunteer Recognition Program***

- The Pella Rolscreen Foundation offers a program to recognize team members and retirees who help build better communities by generously volunteering personal time for which no compensation is received. When a volunteer has contributed 50 hours to one or more nonprofit, charitable organizations or educational institutions during a 12-month period, the Foundation will make a \$100 donation to a qualifying organization of the volunteer's choice.

### ***Application Process***

- Volunteers will be responsible for tracking their own time and completing the Volunteer Recognition Program Application. Application forms are available in Human Resources at all Pella Corporation sites or from this website. Grants will be paid in the months of June and December for approved applications received by May 31 and November 30. All hours must be completed within a consecutive 12-month period ending on May 31 or November 30. Forms may be turned in during each application cycle if sufficient volunteer hours have been recorded. Service may be to a single organization or to multiple organizations. The organization selected by the volunteer to receive the \$100 grant may or may not be one for which hours were volunteered, but it must meet the guidelines under the "Recipient Organizations" section below. The grant will be mailed directly to the organization; recognition will be given to the volunteer, who will receive a copy of the letter accompanying the grant.

### ***Recipient Organizations***

- Qualifying organizations are those eligible for the Matching Gift Program, which includes post-secondary educational institutions, governmental units, or charitable entities that meet IRS guidelines and whose geographical service area is within the United States. If the selected organization is not currently on the approved list, it will be subject to the same review and approval process as the Matching Gift program.

### ***Guidelines***

- Grants will be awarded for hours volunteered in a wide variety of community services, including, but not limited to, leading a scout or 4-H group, teaching or helping in a literacy or school program, serving as a Big Brother or Big Sister, assisting a volunteer fire department, presenting programs or helping residents of nursing homes or hospitals, working during community celebrations, building homes through Habitat for Humanity, coaching youth recreation teams, serving on a board of directors for a nonprofit organization, chaperoning a school event or activity, removing litter along highways, etc. Attendance at regularly scheduled meetings of service organizations does not qualify unless you take part in the program or serve in a leadership role, but working on service projects for the group will qualify. Time used preparing for or participating in worship services, mission projects, or other evangelism-related activities will not qualify. If you do volunteer work for a House of Worship building project that qualifies for Matching Gifts, such hours will qualify.
- All questions regarding interpretation, application, or administration of the provisions of this program will be determined by the Pella Rolscreen Foundation.