

FY15 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. 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 must not receive any type of compensation or benefit for their services.

Organization Eligibility

- Organizations with a current 501(c)(3), (4), (6) or (19) tax-exempt status, listed in the IRS Master File
- Recognized government entities such as fire and police departments
- Schools, including public & private schools colleges & universities
- Churches that address and benefit the needs of the community at large such as a food pantry, soup kitchen, clothing closets, etc.

Restrictions

- Associates are limited to four VAP applications per fiscal year. Facilities are limited to four Event VAP applications per fiscal year. Associates and/ or facilities may submit a fifth application if the volunteerism is focused on Hunger Relief.
- Event VAPs must be sponsored and planned by the nonprofit. Events planned by associates do not qualify, such as tournaments or fundraising events not managed by the nonprofit.
- Volunteer activities for churches that do not benefit the community at large are not eligible. Examples would include singing in the church choir, teaching Sunday school, etc.
- All associate volunteer hours must be beyond normal daily activities, such as driving kids to school or practice, cooking meals for family, etc.
- Virtual or non-community facing personal activities including walking, training or exercising on the associate's own time do not qualify as volunteer hours.

Application Periods and Deadlines

- Associates may submit applications through Dec. 31 at 11:59 pm (EST).

Application Periods and Deadlines (continued)

- Organizations will have until Jan. 10 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.

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)

Application Process

1. Review program guidelines to determine whether the organization and volunteer hours qualify for VAP. Associates must confirm that they were 'off the clock.'
2. If eligible, apply online on the WIRE at Me@Walmart>Walmart Foundation>Volunteerism. Applications can be submitted between Feb. 1 and Dec. 31. Please note: VAP and Event VAP are two separate applications.
3. After submitting an application, print the instructions for the organization to confirm hours. This is the Verification Coupon.

Approval Process

1. Organizations must verify the number of hours submitted. The deadline for verifying is January 10th.
2. Once verified, applications are typically reviewed within 30 days.
3. If approved, checks will be sent directly to the recipient organization. It will take up to 90 days for the organization to receive its check.
4. To check the status of an application go to the main VAP application page on the WIRE (follow path below)

Resources

- Find VAP FAQs, Certificates, Order Forms for T-Shirts/Hat, Program Updates, Time Off Policy, VAP reporting on the WIRE (follow path below).
- Walmart Foundation Hotline: 1-800-530-9925.