

## Employee Giving & Volunteer Programs Frequently Asked Questions

### **VOLUNTEER INCENTIVE PROGRAM (VIP)**

#### **Q1. What is the Volunteer Incentive Program?**

**A1.** The Volunteer Incentive Program (VIP) awards eligible individual employees a \$500 reward to the charity of their choice for a minimum of 24 hours of qualified volunteer hours. When the minimum number of volunteer hours have been recorded, a virtual \$500 CauseCard will be issued to the employee in the Portal and can be redeemed to the eligible charity of their choice.

#### **Q2. What types of organizations can I select to receive my VIP Award?**

**A2.** VIP awards are limited to eligible 501(c)(3) organizations and accredited schools/colleges/universities but cannot be paid to religious or political organizations. For legacy MPC employees the addition of schools/colleges/universities is an enhancement.

#### **Q3. How can I meet the 24-hour volunteer requirement?**

**A3.** An employee can perform 24 hours of volunteer service independently; additionally, hours may now be pooled from multiple events for an individual award.

Eligible employees can also apply for a \$500 grant on behalf of a qualified group volunteer event they participated in with immediate family members (including a spouse and/or children) or other co-workers. For the combined award, a minimum of 24 collective volunteer hours is required. Once achieved, the group award will be paid as a grant to the charity where the group volunteer event took place.

**Note: For legacy MPC employees, an independent request by a spouse is no longer eligible; the hours must be for the employee and spouse (or other family member) combined.**

Full program details for both programs will be made available soon on the MPC benefits page.

#### **Q4. Do my volunteer hours need to be completed with one organization? Can I pool my volunteer hours to qualify for a VIP award?**

**A4.** Qualifying individual hours can be pooled to meet the minimum threshold of 24 volunteer hours required to earn an individual VIP award. You can record your volunteer time in increments in the Portal, and after Community Affairs' monthly review of employees who have reached the 24-hour minimum, you should receive notification that your service was eligible and that your CauseCard is ready for redemption.

#### **Q5. I previously had the ability to apply for a secondary VIP award on behalf of hours earned by or combined with a spouse (or employee group for legacy Andeavor), do I still have that benefit?**

**A5.** Yes. Volunteer hours on behalf of a qualified group volunteer event that an employee participated in are eligible, if the minimum of 24 collective volunteer hours is satisfied. The criteria has been expanded for eligible group participants to include all immediate family members in addition to co-workers, which means volunteer hours for a spouse can be combined with volunteer hours for an employee to apply toward the additional \$500 grant. **Note: Only one group award is permitted per event.**

#### **Q6. Will MPC verify that the hours I submitted are correct?**

**A6.** The volunteer hours recorded in the Portal are subject to random verification. If a discrepancy is found, the employee will be asked to resubmit his/her hours. If a donation is at any time found to have been generated by falsely reported volunteer hours, Community Affairs will expect a return of the funds and employees may be subject to disciplinary action, per the terms of agreement in the Portal.