

When you volunteer at a nonprofit organization, you have a bigger impact than you may know. You bring your time, experience and your expertise and share your enthusiasm and compassion. The Marathon Petroleum Volunteer Incentive Program (VIP) supports your efforts by providing contributions to qualified nonprofit organizations where eligible Marathon Petroleum employees and/or their spouses volunteer their time. The program is designed to recognize and encourage volunteer involvement with community-based public charities.

Eligible Participants

- Regular full-time and part-time employees of Marathon Petroleum and their spouse.

Eligible Volunteer Service

If an eligible participant performs a minimum of 24 hours of volunteer service during a calendar year at a single eligible organization, they may apply for a VIP grant in the amount of \$500. Each participant can apply for one (1) grant per calendar year. The total grant amount paid out by Marathon per eligible couple will not exceed \$1,000. **Note:** The number of volunteer service hours performed by both the employee and the employee's spouse at a single organization may be combined to meet the 24-hour minimum.

Volunteer service includes volunteer activities that benefit the general community including, but not limited to, committee work, fundraising, tutoring, mentoring, or neighborhood revitalization.

Ineligible Volunteer Service

- Volunteer Service that results in any kind of personal gain for the participants and/or their families.
- Volunteer Service performed by family members other than the employee and employee's spouse.
- Anticipated volunteer service not yet performed or participation and/or pledges for "thon-type" activities (examples: walk-a-thons, bike-a-thon, etc.).

Eligible Organizations

Eligible organizations must be located in the United States and recognized by the Internal Revenue Service as tax-exempt and designated a public charity under Section 501(c)(3) of the IRS Code or an instrumentality of a federal, state or local government as provided by section 170(c)(1) of the code.

Eligible organizations must also be classified as being in an eligible organizational category as determined by the company, which include but are not limited to the following:

- Arts, Culture, and Humanities
- Civic
- Community Improvement
- Environmental
- Health and Human Services
- Public Benefit
- Philanthropy, Volunteerism
- Recreational

Ineligible Organizations

- Educational institutions
- Religious institutions
- Political institutions

How to Apply

- Upon completion of 24 hours of eligible volunteer service, the participant completes Section A of the application and mails it to the nonprofit organization. If completed online, the application is sent automatically by electronic means.
- An authorized representative of the nonprofit organization completes Section B, verifying the number of volunteer service hours performed and that the organization and volunteer service request qualifies under the VIP guidelines.
- The organization sends the completed application and required documents to the VIP administrator at the address listed on the application.
- Upon receipt, the Program administrator reviews the application for accuracy and eligibility. Incomplete forms may result in processing delays.
- After the nonprofit organization has submitted the application to the Program administrator, please allow 30 days before checking the status of the grant request.
- The \$500 grant payable to the eligible nonprofit organization will be sent directly to the organization.
- Eligible grant requests are processed monthly.

Conditions

- The VIP runs on a calendar year basis. Individual volunteer grant requests apply against the calendar year grant limit in which the volunteer service is performed.
- Applications must be submitted no later than March 31 of the year following completion of service.
- Grants may not be used to directly benefit volunteers or their families, i.e., tickets for fundraising events, membership dues or school tuition.
- Marathon Petroleum may suspend, amend or discontinue the program at any time and reserves the right to determine whether a grant shall be made based on eligibility.

For Further Information

E-mail, call or write:

Marathon Petroleum Volunteer Incentive Program
P. O. Box 2236
Princeton, NJ 08543-2236

Telephone: 1-866-609-8071

E-mail: mpcvip@easymatch.com

In addition to this form-based process, volunteer grant requests can be submitted online at the following website address:

Website: <https://www.easymatch.com/mpcvip>



SECTION A – Completed by Employee
 Directions: Employee completes Section A and sends the completed VIP application and guidelines to the eligible nonprofit organization.
Please note - a separate form must be completed for your spouse. If you and your spouse each meet the 24 hour service requirements and you are requesting two (2) grants, a separate form must be submitted for each request.

This application covers hours performed by:
 Employee Only (*employee hours total 24*)
 Spouse Only (*spouse hours total 24*)
 Employee & Spouse Combined (*hours combined total 24*)

Employee Number

Employee First Name, Middle Initial, Last Name

Spouse's First and Last Name*

Home Address

City/State/Zip

Business Phone Number

E-Mail Address

Number of Hours Employee: _____

Number of Hours Spouse (if applicable): _____

During the period:
 _____ / _____ / _____ to _____ / _____ / _____

Description of volunteer work:

I certify that the above information is true and that I have received no tangible benefit for my services.

Signature of Employee **Date**

SECTION B – Completed by Nonprofit Organization
 Directions: Nonprofit Organization completes Section B and sends the completed VIP application and required documents to the address below:

Legal Name of the Recipient Organization

Employer Identification Number

Mailing Address

City/State/Zip

Phone **Fax**

Email Address

Website Address

I certify that the individual(s) named in Section A completed a minimum of 24 hours of eligible volunteer service during the stated period. I further certify that this organization qualifies under the VIP guidelines stated on the reverse side of this application.

Authorized Representative

Title

Signature **Date**

If this is your organization's first request to the VIP during this calendar year, please attach the following documentation:
 • A copy of your 501(c)(3) determination letter, or verification that your organization is an instrumentality of a state or local government as provided by Section 170(c) (1) of the Internal Revenue Service.
 • Materials that describe your organization, such as a mission statement or program brochure.

Mail completed applications to:
 Marathon Petroleum Volunteer Incentive Program
 P.O. Box 2236
 Princeton, NJ 08543-2236

Website: <https://www.easymatch.com/mpcvip>
 Telephone: 1-866-609-8071
 Email: mpcvip@easymatch.com

* Limit one form per \$500 grant request. A separate form must be submitted for each grant being requested.