3Mgives

3Mgives Volunteer Match

To thank you for sharing your time and expertise with your community, 3M will match your volunteer hours. 3Mgives Volunteer Match provides $250 grants to schools and eligible nonprofit organizations where 3M employees serve a minimum 20 hours and 3M alumni serve 25 hours in a calendar year. Guidelines are on the next page.

Step 1 – Register your time on-line

- *After* completing 20 hours (employee) or 25 hours (alumni) or more of volunteer service, log onto http://www.3Mgives.com. On the right side of the screen, clock on "Employee/Retiree."
  - Single Sign-On is available for employees
  - Retirees – If you have participated in Volunteer Match, sign in with your 8-digit employee # (01_ _ _ _ _ _) and the password you assigned. If you are a "First Time User" click on "Create your password" and fill out the registration information. If you do not have an email address, use "tempmg@mmm.com" and click "Save."

- Click on "Enter the Volunteer Match" to submit your volunteer hours.
- Search for nonprofit organization. You have two options:
  1) If you volunteered at the same organization in the past, you can select "Create New" from your history list, or
  2) If you need to Search for your volunteer organization, key in the name of the organization and the state and click "Search."

  (If your organization is available, click on "Select." If your organization's name does not appear or you aren't able to select it, click on "Nominate" and fill out the required fields. Your nomination will be reviewed against program guidelines by 3Mgives staff , and you will be notified of the outcome via email.)

- Register your hours, dates, location and whether 3Mgives has permission to include your name in 3Mgives published reports. Click "Submit."
- Click on "Display the coupon in a new window."

Step 2 – Email or mail Volunteer Match coupon to organization

You have two options to send your Volunteer Match coupon to the organization:

1) Print coupon and US mail to the organization
2) Or, Highlight the coupon and copy\paste it into an email to your organization contact. (The organization MUST verify your hours in order for 3M to match them).

Step 3 – Organization verifies your hours

- The organization will use information from the coupon to verify your hours.
- Hours must be registered and verified on-line by February 28 of the year following your volunteerism.
- Matches are paid in April and November.

- Questions? Send an e-mail to Volunteer@mmm.com

3Mgives
3M Center, Building 225-01-S-23
St. Paul, MN 55144-1000
http://www.3Mgives.com

See next page for Guidelines

3M

3Mgives Volunteer Match Guidelines

Who Can Participate?

• Regular full-time and regular part-time U.S. employees of 3M and its domestic subsidiaries who are on the payroll at the time of the volunteer service.
• U.S. retirees of 3M and its domestic subsidiaries.

What Organizations Are Eligible?

• U.S. public or private schools
• U.S. non-profit organizations certified for tax-exempt status under the Internal Revenue Service code 501(c)(3)

Organizations/Activities Not Eligible

•Athletic, social or recreational associations
• Employee organizations (3M Club, Employee Resource Networks, Women's Leadership Forum, advisory committees)
• For religious purposes (churches ineligible)
• Fraternal
• Individual scouting troops (councils eligible)
• International
• Municipalities (service in an elected position)
• Organizations conflicting with corporate policy
• Political; Advocacy
• Private foundations
• School activities without an academic purpose
• Trade, labor
• 3Mgives Campaign in partnership with United Way coordination
• 3M Foundation is neutral and does not fund organizations that support pro-life or pro-choice issues
• Churches or for religious purposes. (If an affiliated institution has a separate 501(c)(3) status, such as a school or food shelf, a grant may be possible).

Volunteer Hours Verification

•3Mgives Volunteer match operates on a calendar year.
•Hours must be registered by the volunteer and verified by the organization by February 28 of the year following the service.
•After that date, the application is marked ineligible and will not be matched.
•Volunteers may check the website to see if their time has been verified, and should follow-up with the organization to ensure their time is verified by the cutoff date.

Administrative Conditions

• More than one employee/alumni may apply for the same organization.
• The 3M Foundation will match verified hours at two times during the year (April and November). The check will be sent directly to the non-profit.
• Grant must go into the organization's general fund, and not benefit an individual, i.e., tuition or student participation account, memberships, personal pledge obligations.
• Grants go to schools (public or private) where mentors, 3M Visiting Wizards, Junior Achievement, Mathcounts, or other education volunteers serve. School grants must be used for non-religious, academic purposes.
• You may not receive goods, services or benefits in return for your volunteer services or the 3M match.
• 3Mgives may modify, suspend or terminate the program at any time. 3Mgives interprets program guidelines and administers the program under policies and procedures established by the 3M Foundation Board.

3M's Non-Discrimination Policy:

3M's EEO policies prohibit all forms of discrimination or harassment against applicants, employees, vendors, contractors, or customers on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, pregnancy, genetic information, sexual orientation, marital status, citizenship status, status with regards to public assistance, gender identity/expression, membership or activity in a local human rights commission, or any other reason prohibited by law. Our affirmative action policies and programs are designed to include the necessary reporting and monitoring required to ensure equal opportunities for qualified minorities, women, protected veterans, and individuals with disabilities, and also to provide reasonable accommodation to individuals with disabilities, including disabled veterans.

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