



## CORNING FOUNDATION

### Dollars for Doers Program Guidelines

The Dollars for Doers program is sponsored by Corning Incorporated Foundation to encourage volunteer support of a wide variety of non-profit institutions operating for the public good. The Foundation will contribute a \$150.00 Dollars for Doers grant for every 10 hours an employee volunteers at an eligible non-profit institution.

- The minimum volunteer hours per eligible organization are 10 hours for a \$150.00 grant.
- The maximum volunteer hours per eligible employee are 100 hours. The hours can be volunteered at multiple non-profit organizations (up to a maximum of 10 non-profit organizations).
- Dollars for Doers grants are awarded to eligible non-profit organizations where employees have volunteered.
- The individual maximum cash grant is \$1,500 per calendar year (\$15 x 100 hours = \$1,500 cash grant). The cash grant is available to one eligible non-profit organization or can be used with multiple eligible non-profit organizations.
- An eligible non-profit organization can receive a maximum of \$10,000 per calendar year combined from multiple employees.
- Dollars for Doers volunteer hours and redemptions should be submitted on-line in the calendar year in which the participation occurred. No submissions will be accepted after January 31 for the previous year (i.e. submissions for 2020 will be accepted until January 31, 2021.)
- Dollars for Doers grants are distributed by the Foundation and are not tax deductible for Corning employees.

#### Eligible Individuals

- Full-time and part-time U.S. employees of Corning, or a domestic or foreign subsidiary in which Corning owns directly or indirectly more than 50% of the voting stock who have been employed for at least 30 days.
- Corning Incorporated Board of Directors and Directors Emeritus.

#### Eligible Institutions

*In general, these institutions must be recognized by the United States Department of the Treasury as tax-exempt organizations under sections 501(c)(3) and 509(a) of the Internal Revenue Code. A tax-exempt foundation collecting funds for a single eligible institution qualifies for matching funds.*

*To be eligible to receive matching funds, an institution must operate exclusively as one of the following:*

- Arts Organization
- College, University
- Health and Wellness Organization
- Healthcare-Based Organization
- Historical Society
- Library
- Museum
- Nature Area, Zoo or Garden
- Private K-12 Grade School
- Public Radio or Television Station
- Public School District

*Any organization that does not comply with the Corning Incorporated Foundation's non-discrimination policy\* or any organization (or gift) that the Foundation, in its sole discretion, considers non-compliant with the law or otherwise incompatible with the Foundation's mission is ineligible.*

### **Eligible Volunteer Service (examples)**

- Participation on an eligible non-profit board
- Non-profit committee work for eligible institutions
- Organizing or volunteering with fundraising events or activities for eligible institutions
- Tutoring and mentoring for an eligible non-profit organization
- Coaching non-school related sports teams (little league, YMCA soccer)
- Leading or participating in non-school related activities (Boy Scouts, Girl Scouts)

### **Ineligible Volunteer Service**

- Anticipated volunteer service or volunteer service not yet performed
- Attending (not organizing) fund raising events or activities like runs, walks, golf/sporting events, dinners, cocktail parties
- Paid community or volunteer service of any kind
- Participation in or pledges made to "thon" type activities
- Volunteering that results in any kind of personal gain for the employee or their family, including any sort of compensations or "in-kind" gifts
- Time spent sleeping during overnight volunteer activities (scout camp, multi-day school field trips)
- Travel time to or from a volunteer activity

### **Administrative Conditions**

- The Foundation reserves the right to audit institutional records and documents pertaining to their matching program and to request supporting donor documentation it considers necessary.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- Employees may apply for the Dollar for Doers Program on-line with a Corning issued device through the Corning Incorporated Foundation website. ([www.corningfoundation.org](http://www.corningfoundation.org)) by clicking the yellow employee programs button.
- Trustees may at any time amend or discontinue the Dollars for Doers program, but no amendment or discontinuance shall affect the obligation of the Foundation to deliver volunteer cash grants made prior to such amendment or discontinuance.
- **If the Foundation finds any misuse of funds or these guidelines by the intuition, its participation in Dollars for Doers will end. Any employee donor misuse of Dollars for Doers or these guidelines may result in legal and/or disciplinary action up to and including employment termination.**

### **Eligible Institution Definitions**

Corning Incorporated Foundation contributions under the Matching Gifts Program are made solely to 501(c)3 and 509(a) organizations in the following categories. Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Corning Incorporated Foundation. Their determination shall be final.

#### **1. Arts Organizations**

An institution which provides instructional and/or exhibition programs in the visual arts, dance, creative writing, drama, and music; and/or an organization that present performances for the public in the areas of music, drama and/or dance on a continuous basis.

2. Colleges, Universities

A national, regional or state accredited institution which offers a two-year, four-year or advanced degree.

*(Note: Gifts must be made to the College or University; however, they may be designated for a specific school or program operated and managed by the College or University.)*

3. Health and Wellness Organizations

An institution whose mission is intended to result in improved social, physical, intellectual and emotional well-being.

*(Note: Health is a state of physical, mental and behavior well-being, and not merely the absence of disease or infirmity [World Health Organization.] Wellness, as a state of health, is a multi-dimensional, lifelong, process of making decisions and choices that result in a balanced and fulfilling life.)*

4. Healthcare-Based Organizations

State certified hospitals, nursing homes or hospice programs that offer general and/or specialized acute care.

5. Historical Societies

An institution devoted to the acquisition of artifacts, and/or the study of the history of either a specified area or event(s), with activities available to the public; but not a sole restoration or preservation effort.

6. Libraries

A repository for literary materials such as books, periodicals, newspapers and audio-visual materials, which loans and/or exhibits the collection to the public on a continuous basis.

7. Museums

An institution that owns and utilizes tangible objects, cares for them and exhibits them to the public on a continuous basis.

8. Nature Areas, Zoos or Gardens

An institution that owns and/or operates land set aside to be conserved for the study and appreciation of the natural environment; inclusive of wildlife, and botanical and zoological gardens. Must be open to the public.

Zoological Garden: A garden or park where wild animals are kept for exhibition

Botanical Garden: A garden often with greenhouses for the culture, study and exhibition of special plants

9. Private K-12 Grade Schools

An institution, academic in purpose with professional staff, which offers elementary (grades 1-6, 7, 8), and/or high school (grades 8 or 9-12) or combined programs. School programs must be certified by the state and offered on a regular schedule.

10. Public Radio or Television

Radio and/or television stations licensed by the Federal Communications Commission.

11. Public School Districts

An educational institution supported by local, and/or state and/or federal taxes, which offers grades K-12.

*(Note: Gifts must be made to the School District; however, they may be designated for a specific school, scholarship or program operated and managed by the District. These programs or scholarships must be certified by the District Superintendent as an integral part of the educational program.)*

### **Request to Add a Non-Profit Organization**

- On a Corning issued device, go to [www.CorningFoundation.org](http://www.CorningFoundation.org)
- Click on the yellow Employee Programs button shown on the homepage. This will automatically log you in to the Foundation's Employee Program's site.
- Click on the featured tile "Request to Add a Non-Profit" shown on the homepage of the Employee Programs site.
- Complete the request form and click submit. Please allow up to 5 business days for requests to be completed.

\* The Foundation does not provide funding to any organization that has a written policy of discrimination. This includes, but is not limited to, discrimination based on race, color, gender, age, religion, national origin, sexual orientation, gender identity or expression, marital status, domestic partner status, disability or veteran's status or any other classification protected by federal, state, or local law, regulation, or ordinance. Organizations that serve a specifically defined population, per their mission, would not be considered discriminatory.

As of 7/15/2021