



## Excellence in Volunteerism Program Guidelines

The Excellence in Volunteerism Program is sponsored by the Corning Incorporated Foundation to recognize Corning employees in the United States who help make Corning communities vibrant by volunteering their free time at non-profit organizations. The Excellence in Volunteerism Program has two components:

1. **Dollars for Doers Bonus** – Corning employees who redeem 100 hours (the maximum hours per year) will be able to designate an additional \$150 cash grant to a non-profit organization where they volunteered the previous year.
2. **Excellence in Volunteerism Award** – Employees can nominate other employees who show exceptional volunteer commitment in the community. The selected nominated employees will be able to give a \$1,000 grant to an eligible non-profit organization. An employee cannot receive the Excellence in Volunteerism Award two years in a row, and no more than five employees will be selected at a single U.S. business location outside of the Corning Valley.

### 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 Volunteer Service (examples)

- Participation on a non-profit board
- Non-profit committee work
- Organizing or volunteer fundraising events or activities
- Tutoring and mentoring
- Coaching non-school related sports teams (little league, YMCA soccer)
- Leading or participating in non-school related activities (Boy Scouts, Junior Achievement)

### Administrative Conditions – Dollars for Doers Bonus

- Annually, the Foundation will recognize the employees who redeemed 100 hours the previous calendar year.
- The recognized employees will be able to designate a \$150 bonus grant to be awarded to one of the non-profit organizations where they volunteered the previous year. The Foundation will administer the grant.
- If the selected non-profit organization has received the maximum Dollars for Doers grant amount (\$10,000) it will still be eligible for the Dollars for Doers Bonus Grant. For further information, please see our Dollars for Doers Program Guidelines located on the Foundation's website at [www.CorningFoundation.org](http://www.CorningFoundation.org).

- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- Trustees may at any time amend or discontinue the Dollars for Doers Bonus, 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 institution, its participation in Dollars for Doers Bonus will end. Any employee misuse of Dollars for Doers Bonus or these guidelines may result in legal and/or disciplinary action up to and including employment termination.**

#### **Administrative Conditions – Excellence in Volunteerism Grant**

- Annually, the Excellence in Volunteerism grant application is available on the Corning Incorporated Foundation’s website ([www.CorningFoundation.org](http://www.CorningFoundation.org)) for Corning employees to nominate other Corning employees, that actively volunteer within the community.
- The on-line application is activated the first business day of February each year.
- The on-line application is deactivated once the first 50 eligible nominations are received. Twenty-five requests received for the Corning-Elmira area, and twenty-five requests received for Corning Business Locations.
- A maximum of 5 winning applications per Corning business location.
- The winning employee nominations will be able to award a \$1,000 cash grant to an eligible non-profit organization.
- An employee cannot receive the Excellence in Volunteerism Award two years in a row, and no more than five employees will be selected at a single U.S. Corning business location outside of the Corning Valley.
- A non-profit organization cannot receive the Excellence in Volunteerism grant two years in a row.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- Trustees may at any time amend or discontinue Excellence in Volunteerism Program, but no amendment or discontinuance shall affect the obligation of the Foundation to deliver the Excellence in Volunteerism cash grants made prior to such amendment or discontinuance.
- **If the Foundation finds any misuse of funds or these guidelines by the institution, its participation in Excellence in Volunteerism will end. Any employee misuse of Excellence in Volunteerism or these guidelines may result in legal and/or disciplinary action up to and including employment termination.**

#### **Required Information – Excellence in Volunteerism Grant**

The employee nominator must provide the following information as a part of the grant application.

- Corning Incorporated employee **nominator** full name, employee ID, email, phone number, business segment, business location and position/job title.
- Corning Incorporated employee **nominated** full name, employee ID, email, phone number, business segment, business location and position/job title.
- A short essay (250-word maximum) describing the volunteerism activities of the nominated employee.

The winning employee nominee must provide the following information as a part of the grant application for the selected eligible non-profit organization receiving the \$1,000 Excellence in Volunteerism Grant.

- The non-profit organization’s legal name
- The non-profit organization’s address

- The non-profit organization's website
- The non-profit organization's Employee Identification Number (EIN or also known as the Tax ID)
- The non-profit organization's contact name, title and email
- Identify the Corning business location closest to the nominated organization

### 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 the Excellence in Volunteerism grant.*

*To be eligible to receive an Employee Vibrant Community Grant, 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
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*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 Institution Definitions

Corning Incorporated Foundation contributions under the Excellence in Volunteerism 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: Grants 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: Grants 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 9/10/2020