



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 an eligible non-profit organization.
2. **Excellence in Volunteerism Award** – Employees can nominate other employees who show exceptional volunteer commitment in the community. The first 50 eligible requests received (25 from Corning Valley and 25 from Corning business locations) will be awarded. An employee cannot receive the Excellence in Volunteerism Award two years in a row, and no more than five employees can be awarded from a single U.S. business location outside of the Corning Valley.

Eligible Individuals

- Full-time and part-time U.S. employees of Corning 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 an eligible non-profit organization of their choice through the Cause Card program.
- 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.
- 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 Award

- Annually, the Excellence in Volunteerism Award application is available on the Corning Incorporated Foundation’s website (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 May 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 outside of the Corning Valley.
- The winning employee nominees 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.
- 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 Organizations

- U.S. charitable organizations that are recognized by and registered with the United States Department of Treasury as a tax-exempt, public charity under sections 501(c)(3) and 509(a) of the Internal Revenue Service in the following categories: 1) Arts & Culture 2) Community & Civic 3) Educational Institutions & Support 4) Environmental 5) Health, Wellness & Human Services.
- U.S. accredited public-school districts supported by local, and/or state and/or federal taxes.
- U.S. accredited, non-profit private schools, in grades K-12 with professional staff, certified by the state and offered on a regular schedule.
- U.S. accredited public or non-profit colleges and universities (offering a two-year, four-year, and/or advanced degrees) to which contributions are tax deductible under the Internal Revenue Service.

Note: Grants must be made to the public-school district, college, or university; however, it may be designated for a specific school, scholarship, or program operated and managed by the institution. The Foundation reserves the right to have the designated program verified by the institution.

Ineligible Organizations

- Political or partisan organizations, or those supporting or opposing specific candidates or legislation.
- Religious organization (churches, synagogues, mosques, and other houses of worship), or organizations primarily promoting religious purposes. Other faith-based community service organizations or school may be considered eligible if their programs:
 - (a) Are open to all individuals in the community regardless of religious belief;
 - (b) Serve a secular purpose, such as a food pantry, homeless shelter, or education;
 - (c) Do not require participation in prayer, worship, or other religious activities as condition of receiving service(s) offered; and
 - (d) Do not use the individual donation or resulting match for religious purposes.
- Social, fraternal, alumni and/or professional membership organizations.
- 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.

Request to Add a Non-Profit Organization

- On a Corning issued device, go to 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 2/10/2022