



## CORNING FOUNDATION

### Dollars for Doers Program Guidelines

The Dollars for Doers program is sponsored by the Corning Incorporated Foundation to encourage volunteer support of a wide variety of eligible non-profit organizations operating for the public good. The Foundation will contribute \$75.00 for every 5 hours an employee volunteers at an eligible non-profit organization.

- For every 5 hours an employee logs at an eligible non-profit organization, the Foundation will award that eligible non-profit organization a \$75 cash grant.
- The maximum volunteer hours per eligible employee is 100 hours. The hours can be volunteered at multiple eligible non-profit organizations (up to a maximum of 20 eligible non-profit organizations).
- The individual maximum cash grant is \$1,500 per calendar year (\$15 x 100 hours = \$1,500 cash grant).
- 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 2023 will be accepted until January 31, 2024).

#### Eligible Individuals

- Active part-time and full-time U.S. employees of Corning who have been employed for at least 30 days.
- Corning Incorporated Board of Directors and Directors Emeritus.

#### Eligible Non-Profit 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 Organizations & 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 eligible non-profit organization. The Foundation reserves the right to have the designated program verified by the eligible non-profit organization.*

#### 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.

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

- Participation on an eligible non-profit organization's board.
- Eligible non-profit organization committee work.
- Organizing or volunteering with fundraising events or activities for an eligible non-profit organization.
- 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.
- Volunteering for the United Way campaign during regular work hours.

#### **Administrative Conditions**

- All eligible non-profit organizations must be approved by the Foundation and comply with program criteria.
- The Foundation reserves the right to audit an organization's records and documents pertaining to the program and to request supporting donor documentation it considers necessary.
- Organization tax status is reviewed and monitored on an ongoing basis. If an organization loses charitable status, goes out of business, or is otherwise unable to receive donated and/or funds (including not cashing checks within 120 days), employee donors will be contacted by YourCause, Corning Foundation's grants vendor, to redirect the grant to a different eligible non-profit organization. If the employee donor cannot be reached in 14 days, the gifts will be redirected to United Way of the Southern Tier, the default recipient.
- Questions of interpretation, application or administration of the program shall be determined by the Trustees of the Foundation. Their determination shall be final.
- Dollars for Doers grants are distributed by the Foundation and are not tax deductible for employees.
- The Foundation reserves the right to examine and exclude organizations, gifts, and participants as it deems appropriate.
- 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 match grants made prior to such amendment or discontinuance.

- If the Foundation finds any misuse of funds or these guidelines by an organization, its participation in the Dollars for Doers Program will end. Any employee who misuses this Program or these guidelines may result in legal and/or disciplinary action up to, and including, employment termination.

#### **Request to Add an Eligible 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.
- Click "Sign in using SSO" to access 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. Eligible non-profit organizations that serve a specifically defined population, per their mission, would not be considered discriminatory.

As of 5/16/2023