Employee Dollars for Doers Program
How To Document

Overview:
Instructions on how to submit and redeem volunteer hours as a part of the Dollars for Doers Program on the Corning Incorporated Foundation’s Employee Programs site.

Definitions:
- Logging Hours – First step is for employees to submit their hours. Once 10 eligible volunteer hours have been logged for the same non-profit organization, employees will be prompted to redeem their hours for a grant where they volunteered.
- Redeeming Hours – Second step is redeeming volunteer hours. Once submitted hours have been approved by a Foundation staff member, employees will be prompted and receive an email notification to redeem their logged hours for a grant to the non-profit organization.

SECTION 1.1: How to Log Volunteer Hours (No Screen Shots)
SECTION 1.2: How to Redeem Volunteer Hours (No Screen Shots)
SECTION 1.3: How to Log Volunteer Hours (With Screen Shots)
SECTION 1.4: How to Redeem Volunteer Hours (With Screen Shots)

Program Reminders:
- The minimum volunteer hours per eligible organization are 10 hours for a $150 grant.
- The maximum volunteer hours per eligible employee are 100 hours.
- The individual maximum cash grant is $1,500 per calendar year.
- The organization maximum cash grant is $10,000 per calendar year.
- Program deadline: January 1st of the current year through January 31st of the following year. For example, 2021 volunteer hours must be submitted and redeemed any time between 1/1/2021-1/31/2022.
- Dollars for Doers Program Guidelines.

Need further assistance?
- Click here for help and support including live chat with YourCause the service provider.
- Contact Ashley Knowles, program specialist at knowlesal@corning.com.
SECTION 1.1: How to Log Volunteer Hours

2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click on the Dollars for Doers featured tile.
5. Click the blue Log Hours button.
6. Click the blue Get Started button.
7. Complete the Activity Details form. Required fields will have an Asterix * symbol.
8. Click the blue Organization Search button to select the organization of where your volunteer hours took place.
9. Enter the organization’s name then click on the organization. This will navigate you back to the activity details page.
10. Additional fields to fill that are not required:
    a. Board Membership – If you are on the board, select the role you have as a board member.
    b. Areas of Focus – Select the specific areas of focus that your volunteer hours consisted of.
11. Once all required fields are filled out, click the Continue blue button.
12. Enter the following:
    a. Date of when volunteer hours took place. Future dates cannot be submitted.
    b. The Number of volunteer hours.
13. Click the blue Add Entry button.
14. Once you click “Add Entry,” hours will be moved to the right box. Here you’re able to edit or remove hours.
15. Click the blue Review & Confirm button.
16. Check the I Agree box for the disclaimer note.
17. Click the blue Save button.
18. If you have not submitted a minimum of 10 hours, you’ll be directed to a confirmation page for the hours submitted. Here you can view your volunteer history or go back to the Community home page.
    a. If you have submitted 10+ hours, you’ll be prompted to redeem your hours. Click the blue Redeem Now button and follow the necessary steps. See section 1.2. to proceed.

SECTION 1.2: How to Redeem Volunteer Hours

2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click on the Dollars for Doers featured tile.
5. Click the blue Redeem Hours button.
6. Click the blue Redeem Now button.
7. Select the amount you would like to redeem. You have a choice of redeeming the full amount or a partial amount. Note, this must be in increments of $150 (10 volunteer hours).
8. Click the blue Continue button.
9. Confirm the recipient organization is correct.
10. Click the blue Continue button.
11. Check the box of volunteer hours you’re redeeming.
12. Click the blue Continue button.
13. Add a designation if applicable and complete the information you would like to share with the organization receiving the grant (i.e. your name, email etc.).
14. Click the blue Continue button.
15. The Review and Confirm page will appear. Confirm information is correct.
16. Click the blue Confirm button.
17. Redemption complete page will appear. Here you can view your redemption history or redeem remaining hours.

SECTION 1.3: How to Log Volunteer Hours
2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to Corning World homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click on the Dollars for Doers featured tile.

5. Click the blue Log Hours button.
6. Click the blue Get Started button.

7. Complete the Activity Details form. Required fields will have an Asterix * symbol.

8. Click the blue Organization Search button to select the organization of where your volunteer hours took place.
9. Enter the organization’s name then click on the organization. This will navigate you back to the activity details page.

10. Additional fields to fill that are not required:
    a. Board Membership – If you are on the board, select the role you have as a board member.
    b. Areas of Focus – Select the specific areas of focus that your volunteer hours consisted of.

11. Once all required fields are filled out, click the Continue blue button.

12. Enter the following:
    a. Date of when volunteer hours took place. Future dates cannot be submitted.
    b. The Number of volunteer hours.
13. Click the blue Add Entry button.

14. Once you click “Add Entry,” hours will be moved to the right box. Here you’re able to edit or remove hours.
15. Click the blue Review & Confirm button.
16. Check the I Agree box for the disclaimer note.
17. Click the blue Save button.
18. If you have **not** submitted a minimum of 10 hours, you’ll be directed to a confirmation page for the hours submitted. Here you can view your volunteer history or go back to the Community home page.
   a. If you **have** submitted 10+ hours, you’ll be prompted to redeem your hours. Click the blue Redeem Now button and follow the necessary steps. See section 1.2. to proceed.

**SECTION 1.4: How to Redeem Volunteer Hours**

2. Click on the yellow Employee Programs button shown on the home page.
   a. This will automatically log you in to the Foundation’s Employee Programs site.
3. OR, go to [Corning World](http://corningworld.com) homepage, click on Departments A-F > Corning Foundation > Employee Programs.
4. Click on the Dollars for Doers featured tile.
5. Click the blue Redeem Hours button.

**How to Log or Redeem Volunteer Hours**

The Dollars for Doers program is sponsored by Corning Incorporated Foundation to encourage employee support of a wide variety of non-profit institutions operating for the public good.

Dollars for Doers logged and redeemed volunteer hours should be submitted via the calendar year in which the participation occurred. Submissions are accepted until one month after the year in which the volunteer activity occurred. (Volunteering in 2020 submissions will be accepted until January 31, 2021).

- To begin, click the Log Hours or Redeem Hours buttons below.
- You must log hours to an eligible charity.
- Once 10 hours are submitted for a single organization, a screen will prompt you to redeem your hours.

**Program Highlights:**

- The annual Dollars for Doers Program is open January of the current year through January 31st of the following year. (e.g. 2021 volunteer hours can be submitted and redeemed 1/1/2021 - 1/31/2022)
- Minimum volunteer hours per organization: 10 hours
- Individual annual maximum hours redeemed: 100 hours
- Organization maximum annual grant amount: $15,000
- Volunteering at a Corning Incorporated Department cannot be logged together. Only individuals can log their hours.
- All logged volunteer hours are subject to administration approval.

**Dollars for Doers Program Guidelines**

- Eligible Institutions Guidelines
6. **Click the blue Redeem Now button.**

**Redeem Hours**
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 $150.00 for every 10 hours an employee volunteers at an eligible non-profit institution.

Employees can redeem eligible volunteer hours and view their redeemed hours history.

7. **Select the amount you would like to redeem.** You have a choice of redeeming the full amount or a partial amount. Note, this must be in increments of $150 (10 volunteer hours).

8. **Click the blue Continue button.**

9. **Confirm the recipient organization is correct.**
10. Click the blue Continue button.

11. Check the box of volunteer hours you’re redeeming.
12. Click the blue Continue button.

13. Add a designation if applicable and complete the information you would like to share with the organization receiving the grant (i.e. your name, email etc.).
14. Click the blue Continue button.

15. The Review and Confirm page will appear. Confirm information is correct.
16. Click the blue Confirm button.

17. Redemption complete page will appear. Here you can view your redemption history or redeem remaining hours.

**Success. Redemption Complete.**
You can check the status of this redemption at any time on your incentives page.

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<th>💖 Recipient: One Severity One Cedar Inc.</th>
<th>📊 Amount: 150.00 USD</th>
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[View Redemption History] [Redeem Remaining Balance: 150.00 USD]