

VOLUNTEERISM ALWAYS PAYS (VAP) APPLICATION for Individual Associates

Home Office-based associates must submit forms directly to the Walmart Foundation by emailing 'HOGGRANTS' or fax to 479-273-6850.

Note: All field applications should be turned in at your facility before the deadline to be verified and keyed by the Facility Manager.

Fax Number 479-273-6850 ~ ~ Call Center 800-530-9925

ASSOCIATE/VOLUNTEER INFORMATION

First Name (H.O.-as shown in Outlook) _____ Last Name _____ Social Security Number _____
Facility #/Dept # _____ Location City, State _____ Zip Code _____

H.O. only: If the grant is approved by the Walmart Foundation, you will be notified via email. Checks can be mailed to a specific address or sent by interoffice mail to your mail stop.

VOLUNTEER INFORMATION

What were your specific duties as a volunteer? Please provide detailed information.

Where was your volunteer work performed? _____

There are two deadlines per fiscal year. List the number of hours you have volunteered for the organization. *Remember - Applications should be submitted upon completion of 25 hours of volunteer work to ensure timely processing of the check for your organization.*

February 1 – July 16 (1 st Period) Deadline: July 16, 2010	Total Hours: Minimum of 25 hours	<input type="text"/>	August 1 – January 14 (2 nd Period) Deadline: January 14, 2011	Total Hours: Minimum of 25 hours	<input type="text"/>
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Were all hours completed off the clock and uncompensated? Yes No

I certify, to the best of my knowledge, that the information on this application is complete and accurate. I give my permission to the Walmart Foundation to use any photo images obtained for publicity purposes related to this volunteer activity. Falsification of any information may result in my disqualification.

Associate Signature _____ Date _____

RECIPIENT ORGANIZATION INFORMATION- to be completed by a paid organization representative only

Complete Organization Name (as it appears on file with the IRS) _____ Specific Program Name _____

Mailing Address _____ City _____ State _____ Zip Code _____

IRS Employer Identification Number/Tax ID Number (if applicable): _____

Tax ID # is 9 digits, example: 22-0000555

Organizations must be listed in the most current IRS 50 State Master File at the time of application.

What will the VAP funds be used for? _____

Compensated representative from the organization must sign below verifying hours.

I confirm and have personal knowledge that the above named person has volunteered the stated number of hours with our organization without compensation during the time period indicated above. I confirm that I am in a paid leadership position with the above named organization. Active associates or immediate family members of active Wal-Mart Stores, Inc. associates cannot provide this verification.

Representative's Signature _____ Date _____

Representative's Printed Name _____ Title _____ Phone Number _____

The Walmart Foundation reserves the right to audit any application at any time. Form valid 2010 – all other forms are invalid.

Volunteerism Always Pays (VAP) – Associate Guidelines and Criteria

ASSOCIATE ELIGIBILITY

- All associates, regardless of length of service, actively employed with the company on the day the grant check is issued by the Walmart Foundation are eligible to apply. Temporary or inactive associates are not eligible to apply.

ELIGIBILITY PERIODS AND DEADLINES FOR SUBMITTING APPLICATIONS

February 1- July 16 (1st Period)
Deadline is July 16, 2010

August 1 – January 14 (2nd Period)
Deadline is January 14, 2011 *Fiscal year-end deadline*

VOLUNTEER SERVICE REQUIREMENTS

- Volunteers who have completed at least 25 hours of uncompensated volunteer service are eligible to apply. Service must be outside of the associate's normal work hours (hourly and salaried).
- Volunteers may receive up to 2 grants in each eligibility period for 2 different organizations for a total of 4 per fiscal year.
- Hours spent volunteering prior to employment with Wal-Mart Stores, Inc. cannot apply towards VAP.
- Volunteer hours **can** be carried over from one 6-month period to the other and from one fiscal year to the other. Hours may only be used once on an application.
- Hours spent volunteering on Wal-Mart Stores, Inc. property **MAY** qualify for VAP if certain criteria are met.

ORGANIZATION ELIGIBILITY

- Organizations with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code are eligible. Organizations must be listed in the most current IRS 50 State Master File at the time of application.
- Recognized government entities for public purposes: state, county, and city agencies, including law enforcement and fire departments (additional information may be required).
- K-12 public schools/districts, charter schools, community/junior colleges, state colleges and universities.
- Private schools and colleges with current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Churches and other faith-based organizations with or without a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and with proposed projects that address and benefit the needs of the community at large (see below):

Examples of projects for churches and faith-based organizations that may qualify include (but are not limited to):
Food banks, soup kitchens, shelters, job-skills training or tutoring programs that benefit the general public.

Examples of non-qualifying projects include (but are not limited to):
Equipment, renovations, or buildings for a church or any project benefiting members/groups within the organization, such as youth trips, mission trips, church camps, Sunday schools, or other religious activities that are for the primary benefit of the organization and its members.

VOLUNTEER APPLICATION PROCESS

- Upon completion of your volunteer service, print and complete the VAP application.
- The organization must sign the VAP application to verify the number of uncompensated hours that you volunteered.
- Submit the completed application to your manager who will key the grant into the Foundation's Online Grant System (WIRE).
 - **Division 1, 7, and 18 field** locations – all grants are keyed in the Foundation Online Grant System.
 - **Home Office** and **Home Office-based field associates** – email to 'HOGGRANTS,' deliver them to the Walmart Foundation, or fax the application to 479-273-6850.
 - All applications must be submitted and verified by the location manager by the deadline stated above.
- In recognition of your volunteer work, a \$250 grant may be issued to the organization with which you volunteered; however this is not an automatic grant. The Walmart Foundation must approve all VAP grants.
- Associates may appeal a denied application in writing within 30 days of the rejection. See the WIRE for full details.
- The Walmart Foundation reserves the right to audit any application at any time.
- All VAP applications should be kept on file at for at least one year.

For further questions regarding the VAP program, please call 800-530-9925.

Visit WIRE/Me@ Walmart/Walmart Foundation/Volunteerism Always Pays for guidelines and eligibility requirements.