

TimeWarnerCares

EMPLOYEE
VOLUNTEER
GRANTS

TimeWarner

EmployeesFirst

DESIGN: PLATINUM DESIGN INC. NYC

WHEN YOU CARE ENOUGH TO VOLUNTEER,
WE CARE ENOUGH TO GIVE YOUR NONPROFIT
UP TO \$1000 PER YEAR.

You Care, We Care

Each year, thousands of Time Warner employees around the world make a difference in their communities by volunteering at charitable organizations. As a testament to our employee's dedication, Time Warner provides Employee Volunteer Grants of up to \$1,000 to qualifying organizations where employees volunteer.

Are You Eligible?

All benefits-eligible employees of Time Warner, regardless of division, may participate in the Employee Volunteer Grants Program.

Is Your Organization Eligible?

Your organization must meet one of the following criteria in order to receive a Time Warner Employee Volunteer Grant:

Nonprofit organizations must be recognized as tax-exempt under the Internal Revenue code 501(c)(3).

Private and public schools must be accredited by a governing body and approved by the IRS as tax exempt.

For more information about our program guidelines, please visit Infocenter <https://infocenter.twi.com/go/evg>.

How Much Do You Care?

Eligible employees can allocate as much as \$1,000 or as little as \$100 to the organization(s) where they volunteer. Just remember, you must volunteer 30 hours per organization, per year, and Time Warner's contribution cannot exceed the annual donation limit of \$1,000 per employee.

Donations can be made in support of:

GENERAL OPERATIONS

SPECIAL PROJECTS

CAPITAL CAMPAIGNS

Any unused portion of the annual limit cannot be carried forward into the next calendar year.

Care To Apply?

If you and your organization meet the eligibility requirements, you can apply for a Time Warner Employee Volunteer Grant.

Apply Online:

The easiest and quickest way to submit your application is to apply online.

Please visit Employee Connection <https://employeeconnection.twi.com> and click on the "Employee Grant Programs" button.

Next, click on the "Apply Online" button under the heading "Volunteer Grants" and follow the steps on the page. Please note, we will be contacting your organization to verify your volunteer hours.

Once submitted, you will be able to view the status of your application, as well as view your giving history, by clicking on the "My History" button under the "Volunteer Grants" heading.

Apply By Paper:

The process of applying by paper may take a little longer than applying online.

Please download a .pdf application from Infocenter <https://infocenter.twi.com/go/evg> and fill in the left side of the application, then mail it back to the organization where you volunteer.

Your organization will then need to fill in the right side of the form (i.e., verify your volunteer hours) and mail the form, along with the necessary documents to:

Time Warner Employee Volunteer Grants Program
P.O. Box 8449
Princeton, NJ 08542-8449

Care To Learn More?

Visit our website: <https://infocenter.twi.com/go/evg>

You may also direct your questions to us via e-mail: TimeWarner@Easymatch.com or by calling: 1-866-295-5529.