

# Kraft Foods Group Foundation Dollars for Doers (Individual) Program Frequently-Asked Questions

Updated 10/02/2012

## **Overview of Questions**

### Program Purpose

1. What is the purpose of the Kraft Foods Group Foundation Dollars for Doers program?

### Employee Eligibility

2. Who is eligible for the Dollars for Doers program?
3. If I am a new hire at Kraft, when does my eligibility begin?

### Organization Requirements and Eligibility

4. How do I know if the organization where I give volunteer service is eligible for a grant?
5. Can you provide examples of the organizations and types of service eligible for Dollars for Doers grants?

### Grant Process and Requirements

6. What is the process for requesting a grant?
7. Do volunteer hours served as a member of an organization's board qualify for a grant?
8. How many volunteer hours are required before I can apply for a Dollars for Doers grant?
9. Do all types of volunteer work qualify for Dollars for Doers grants?
10. Is there a maximum amount the Foundation will make to an eligible organization?
11. Can I combine the hours I served with several charitable organizations to reach the 25 hours required for a grant?
12. If a large group of us volunteer at an eligible organization, can we all apply for Dollars for Doers grants?
13. If I don't serve 25 hours in the calendar year, do the hours I've accumulated carry over to the next calendar year?
14. How many grants can I earn per calendar year?
15. If I served 50 hours with a non-profit organization, can I request two grants for a total of \$500 for that organization? Or, do the two grants of \$250 each have to be awarded to different organizations?
16. If I forgot to record my volunteer hours earned earlier in a given year and have not passed the deadline to submit my hours, can I add them now and then request a grant?
17. What could delay approval of the hours I submit on the volunteer site?
18. Do I have to wait for my volunteer hours to be approved on the volunteer site before requesting a grant on the Dollars for Doers site?
19. How do I record my hours, if I don't have access to a computer at work?
20. What happens if I request a grant before I record those hours on the volunteer site?
21. What could delay the organization receiving the grant check?

### Program Contacts

22. If I have additional questions about this program, where can I send an e-mail?

# Kraft Foods Group Foundation Dollars for Doers (Individual) Program Frequently-Asked Questions

Updated 10/02/2012

<b>Q1.</b>	<b>What is the purpose of the Kraft Foods Group Foundation Dollars for Doers Program?</b>
A1.	Many Kraft employees give an incredible amount of volunteer service to their local community. The Kraft Foods Group Foundation Dollars for Doers Program is designed to partner with employees to further the support of local communities. Through the program, employees may earn a grant from the Foundation based on 25 hours of committed volunteer service they've given – in the same calendar year -- to an eligible, non-profit organization (designated as 501c3 by the Internal Revenue Service).
<b>Q2.</b>	<b>Who is eligible for the Dollars for Doers Program?</b>
A2.	Active US employees – upon their date of hire – are eligible for the Dollars for Doers Program, based on volunteer service given within the calendar year of hire. For example, if an employee is hired on December 1 of a calendar year, that employee may apply for a Dollars for Doers grant, as long as the organization and volunteer service meet eligibility requirements. Please see Dollars for Doers program guidelines for volunteer service requirements and a list of eligible US employees.
<b>Q3.</b>	<b>If I am a new hire at Kraft, when does my eligibility begin?</b>
A3.	US Kraft employees become eligible for the Dollars for Doers program upon their hiring date. New hires can apply for a Dollars for Doers grant, based on hours served on their own time with the same organization within the calendar year in which they were hired. For example, if you were hired on November 1, 2000, you can apply for a Dollars for Doers grant after serving at least 25 hours at the same organization since January 1, 2000. <b>Please note:</b> There may be a slight delay in online access for new hires to the grant program. In this case, you should complete a Dollars for Doers form. You'll still need to record your hours served and dates first on the volunteer site. To access the volunteer site, contact <a href="#">Community Involvement</a> .
<b>Q4.</b>	<b>How do I know if the organization (NGO) where I give volunteer service is eligible for a grant?</b>
A4.	Non-profit organizations must be located in the United States and recognized as tax-exempt by the Internal Revenue Service under Section 501c(3) of the Internal Revenue Code. They should be considered non-religious, non-political organizations. Check with the organization to find out if they are registered as a 501c3. See Dollars for Doers guidelines for specific criteria for non-profit organizations and exceptions (if any).
<b>Q5.</b>	<b>Can you provide examples of the organizations and types of service eligible for Dollars for Doers grants?</b>
A5.	Here are a few examples of non-eligible organizations/situations: <ul style="list-style-type: none"> <li>• An employee cannot apply for a grant to a local church that sponsors a Girl Scouts troop even though volunteer hours were served by the employee with the troop. However, the local chapter of the Girl Scouts that is recognized as a 501c3 may be eligible to receive the grant on behalf of the troop. The employee can apply for the grant for the local chapter and specify the specific troop name/number where funding should be applied. The employee should contact the local chapter in advance to make the agency aware of the program and ensure funding is allocated to the troop.</li> <li>• An employee cannot apply for volunteering for a school, not designated as a 501c3 organization. However, if an employee volunteers for the school's 501c3-designated Parent Teacher Organization (PTO), he/she may apply for a grant for that PTO.</li> <li>• Non-eligible organizations also include those that advocate or support policies, or practice activities that discriminate on the basis of an individual's race, color, age, sex, disability, national origin, sexual orientation, marital status, citizenship status, protected veteran status or status in any group protected by state or local law.</li> </ul>
<b>Q6.</b>	<b>What is the process for requesting a grant?</b>
A6.	It's easy to request a Dollars for Doers grant. Here's how:

# Kraft Foods Group Foundation Dollars for Doers (Individual) Program Frequently-Asked Questions

Updated 10/02/2012

	<ul style="list-style-type: none"> <li>• Employees should record volunteer hours in the volunteer site throughout the year.</li> <li>• Hours where a grant is applied will specifically be verified against what's indicated on the site. You do not have to wait until hours are approved on the site before requesting a grant. However, the grant check will not be released until those hours are recorded.</li> <li>• After accumulating 25 hours, the employee applies online via the "Give Money" site (<a href="https://easymatch.com/kraftfoodsgive">https://easymatch.com/kraftfoodsgive</a>) for a grant. Or, the employee can send a form, indicating the total 25 hours and an explanation and send it to the address listed.</li> </ul>
<b>Q7.</b>	<b>Do volunteer hours served as a member of an organization's board qualify for a grant?</b>
A7.	Volunteer hours (i.e. non-paid hours) served as a member of an eligible organization's board <b>may</b> qualify for a Dollars for Doers grant, <b>except</b> fundraising activity. When applying for a grant, employees should deduct time spent raising funds for the organization.
<b>Q8.</b>	<b>How many volunteer hours are required before I am eligible to apply for a Dollars for Doers grant?</b>
A8.	The Kraft Foods Group Foundation requires a minimum of 25 volunteer hours served in the same calendar year at the same organization. Hours <b>do not</b> carry over from one year to the next. The full 25 hours must be served at a single, eligible non-profit organization.
<b>Q9.</b>	<b>Do all types of volunteer work qualify for Dollars for Doers grants?</b>
A9.	<p>No, the following are examples of volunteer hours not eligible for a grant:</p> <ul style="list-style-type: none"> <li>• Hours served as part of a fundraising activity, including assisting with set up at walks/runs, participating as a walker/runner in this activity, collecting money at a fair, etc.</li> <li>• Volunteer activity not served with the recipient organization. For example, volunteering with a non-eligible public school, but applying for a grant for the school's eligible parent teacher organization.</li> <li>• Hours traveling to/from the non-profit organizations where the volunteer activity takes place.</li> <li>• Time spent chaperoning children on a trip managed by the eligible, non-profit organization, if your child is among those you are chaperoning.*</li> <li>• Volunteer activity given in exchange for a discount on or free services or programs.*</li> </ul> <p>*Again, the volunteer activity cannot benefit the employee or a family member.</p>
<b>Q10.</b>	<b>Is there a maximum amount the Foundation will make to an eligible organization?</b>
A10.	Although there is a two-grant maximum -- totaling \$500 -- allocated per employee, per calendar year, an organization can receive more than one grant from several employees. Each employee must individually apply for the grant. <b>Please note:</b> Grant requests processed for the same organization in the same payment cycle may be combined in one check to the organization.
<b>Q11.</b>	<b>Can I combine the hours I served with several charitable organizations to reach the 25 hours required for a grant?</b>
A11.	No, you cannot combine volunteer hours. A grant can only be requested for 25 hours served at the same organization within the same calendar year.

# Kraft Foods Group Foundation Dollars for Doers (Individual) Program Frequently-Asked Questions

Updated 10/02/2012

<b>Q12.</b>	<b>If a large group of us volunteer with an eligible organization, can we all apply for Dollars for Doers grants?</b>
A12.	Yes, each eligible employee may apply for a Dollars for Doers grant, if each has served at least 25 hours with the same eligible, non-profit organization within the same calendar year. For example, if 10 employees each volunteered 25 hours at the ABC Non-Profit organization, each of the 10 employees may request a grant on behalf of ABC Non-Profit. ABC Non-Profit may receive a total of \$2,500 as a result of the employees' volunteer service.
<b>Q13.</b>	<b>If I don't serve 25 hours in the calendar year, do the hours I've accumulated carry over to the next calendar year?</b>
A13.	Upon the start of the new calendar year, your hours should begin to accumulate. You cannot carry over hours from one year to the next.
<b>Q14.</b>	<b>How many grants can I earn per calendar year?</b>
A14.	Eligible US Kraft employees can earn a maximum of two grants per calendar year.
<b>Q15.</b>	<b>If I served 50 hours with a non-profit organization, can I request two grants for a total of \$500 for that organization? Or, do the two grants of \$250 each have to be awarded to different organizations?</b>
A15.	As long as you have completed 50 hours with the same organization within the same calendar year, you can request two grants for a total of \$500 for that organization. Be sure to check the appropriate box online or on the paper form that you wish to apply the entire \$500 to the organization. Keep in mind, once you elect to apply the \$500 maximum amount, you cannot request another grant for the remainder of that calendar year for any organization.
<b>Q16.</b>	<b>If I forgot to record my volunteer hours throughout the year and have not passed the deadline to submit my grant request, can I add my hours to the volunteer site now and then request a grant?</b>
A16.	Although you can do so, we highly recommend you record your hours on the volunteer site when you complete the activity with the non-profit organization. It is much easier to remember the amount of volunteer time and the specific activity after you complete it. Recording earlier also prevents any delays in processing your grant request due to questions that may arise from last-minute entries.
<b>Q17.</b>	<b>What could delay the approval of the hours I submit on the volunteer site?</b>
A17	<p>A few things could delay approval of the hours you submit on the volunteer site:</p> <ul style="list-style-type: none"> <li>• A description is not provided of the volunteer activity.</li> <li>• The employee submitted the hours by registering for the volunteer site. If an employee doesn't use the appropriate credentials to access the volunteer site, he/she may create a duplicate record in the system. For example, employees are added to the system monthly or by Community Involvement. The employee accesses the system using their eight-digit employee ID and a password designated by Community Involvement. Or, the employee may access the site via in-network process that authenticates the employee upon clicking on the in-network link. If the employee is accessing the volunteer site using his e-mail address, then he has created a duplicate record in the system. To rectify this, the employee may be asked to re-enter hours submitted under the eight-digit employee ID.</li> </ul>

# Kraft Foods Group Foundation Dollars for Doers (Individual) Program Frequently-Asked Questions

Updated 10/02/2012

<b>Q18.</b>	<b>Do I have to wait until my volunteer hours have been approved on the volunteer site before I request a grant on the Dollars for Doers site?</b>
A18.	Volunteer hours recorded throughout the year are periodically reviewed and approved on the site. Because the site is designed to help you track your activity throughout the year, you are not required to wait until you receive an approval of volunteer hours before requesting the grant. <b>Please note:</b> <i>Hours approved on the site do not automatically guarantee the volunteer hours or the non-profit organization will be approved for a grant.</i>
<b>Q19.</b>	<b>How do I record my hours, if I don't have access to a computer at work?</b>
A19.	The volunteer site is accessible from work, from home or any other computer that has Internet service. US employees can access the site externally using their eight-digit employee HR ID and an initial password provided by Community Involvement.  If you're an hourly employee, who wishes to add your hours throughout the year, you can also ask your local <b>Community Champion</b> to assist you. A list of Champions can be found on the Community Involvement intranet site.
<b>Q20.</b>	<b>What happens if I request a grant before I record those hours on the volunteer site?</b>
A20.	Some employees may not be aware of the process and may request a grant without first recording those hours on the volunteer site. In this case, the employee will be notified that the grant check will be held until the hours have been recorded, delaying the payment to the NGO.
<b>Q21.</b>	<b>What could delay the organization receiving the grant check?</b>
A21.	There are a few things that could delay the organization receiving the grant check: <ul style="list-style-type: none"> <li>• The employee volunteer has not submitted hours to the volunteer site.</li> <li>• If the employee submitted a request for a grant via paper form, he has not completed and signed Part A of the form.</li> <li>• The organization has not verified the hours served by the employee volunteer.</li> <li>• The organization was audited by the Kraft Foods Group Foundation and asked to provide financials or a statement of how the grant will be used. The Foundation conducts a quarterly audit of recipient organizations. Organizations are randomly selected and asked to provide proof of financials and a statement of how the grant will be used by a specific deadline. The grant check is then held until these financials and statement are provided. If the organization fails to comply, the grant check may be rescinded.</li> </ul>
<b>Q22.</b>	<b>Where can I direct additional questions about this program?</b>
A22.	Additional questions regarding the program can be directed via e-mail to <a href="mailto:kraft@easymatch.com">kraft@easymatch.com</a> or by phone at 1-866-846-9436. You can also e-mail <a href="#">Community Involvement</a> .