

# Toyota's Dollars for Doers FAQ

At Toyota, we know that commitment to quality and service begins with the actions of each individual, extends through our team and ultimately impacts the communities where we live and work.

The Get in Gear Volunteer program was established to support the volunteer efforts of Toyota associates. Toyota encourages individual participation through programs like the 'Toyota Dollars 4 Doers' and 'Volunteer of Year Awards' program.

## **Toyota Dollars 4 Doers Program**

Nonprofit organizations or school where associate volunteers will be eligible to receive a grant based on associate's service hours performed at that organization or school as follows:

50-100 Service Hours = \$250\*  
100 plus Service Hours = \$500\*

\*Checks will issued at calendar year-end to no more than two charities for a grand total of no more than \$500 per associate per calendar year

## **Volunteer of the Year Awards**

### ***Total of 8 Awards***

- 3 Awards of \$2,500 to qualified charity within Toyota's focus areas (Education, Environment, Safety)
- 5 Awards of \$1,000 to any qualified charity

## **How does it work?**

### ***Just 3 easy steps!***

1. Complete the application grant form and submit it to the community organization
2. A representative of the community organization verifies your volunteer activities and hours, forward the completed form to the Toyota Dollars 4 Doers address on the form for review
3. If the request meets the program guidelines, a check is issued and sent to the organization in your name. A copy of the letter transmitting the check is sent to you and will be posted on the Get-in-Gear and AngelPoints website at the end of the calendar year.

## **Associate Eligibility**

An individual volunteer must:

- Be a permanent full- or part-time employee
- Be an established, active, non-compensated volunteer with the organization
- Provide a minimum of 50 hours of service per calendar year to the organization

## **All employees must:**

- Conduct volunteer activities that benefit the community, such as mentoring, tutoring, neighborhood and environmental revitalization, etc.
- 2 grants per calendar year per associate. Will cap at \$500 per calendar year
- At this time, the Get in Gear, Volunteer! will recognize community service performed on personal time only

### **Which organizations are eligible?**

Toyota sponsors organizations that significantly enhance a community's social and economic well-being.

- The organization must be recognized by the IRS as a tax-exempt and designated as a public charity under Section 501(c)3 of the IRS Code
- Organizations that have not received a Toyota grant in the past must enclose a copy of their IRS 501(c)3 determination letter
- Public and private schools
- Faith-based organizations that are recognized by the IRS as a 501(c)3 nonprofit organization and serve a broad range of the community
- Public and government entities such as fire departments, parks or community recreations programs

### **Which organizations are not eligible?**

- Practice discrimination by race, creed, color, sex, age or national origin
- Political organizations
- Labor organizations
- Trade or business organizations
- Fraternal, social or service clubs
- Churches and other religious groups that serve only their membership
- One-time fundraising events do not qualify (except if the event is in conjunction with an agency for the associates regularly volunteers)
- Dollars 4 Doers grants cannot used to fulfill personal pledge obligations
- Advertising
- Individuals

### **How do I earn a grant for my charity?**

- 50 - 100 service hours = \$250 to qualified charity
- 100+ service hours = \$500 to qualified charity

Checks will be issued at calendar year-end to no more than two (2) charities for a grand total of no more than \$500

### **Does the volunteer activity have to take place over the course of one calendar year?**

Yes. Volunteer time is tracked from January 1 through December 31. ***For this year only, service hours can be recorded starting October 19, 2009 through December 31, 2010.***

### **If I volunteer at more than one organization, can I add up my service hours to qualify for a grant?**

Yes. If you volunteer with multiple organizations, all service hours must be validated by nonprofit

organization(s). A minimum of 50 service hours must be completed to be eligible for a grant of \$250. Checks will be issued at calendar year-end to no more than two (2) charities for a grand total of no more than \$500

**A team from my work location volunteered as a group on a project and donated more than 50 hours of time together. Does that qualify for a grant?**

No, a team may not qualify for one of the awards during a calendar year

**I have contributed a minimum of 50 hours for my charity, how do I apply for a grant for the organization where I volunteer?**

Complete the Toyota Dollars 4 Doers grant application form available by downloading here or on the AngelPoints website. After you've completed the associate portion of the application, ask your nonprofit organization where you volunteer to complete the organization portion of the form. The organization then mails the completed portion of the form to the Toyota Dollars 4 Doers address on the form, to be considered for a grant

**What happens after my application is submitted?**

- Grant requests are reviewed and processed at the end of the calendar year.
- Checks for approved grants will be mailed to the organizations within 6 weeks.

**How will I know if my application has been approved?**

When a check is mailed to the organization, a copy of the letter is also sent to the associate who earned the Dollars 4 Doers award. In addition, a list of approved grants will be posted on the Get-In-Gear Toyota and AngelPoints websites

**If my application is approved, when will the organization receive the check?**

Within 6 weeks after application is received by TMS Community Relations

**Does every associate who applies during the year receive a check for his or her organization?**

2 grants per calendar year per associate

**Where can I get additional information?**

Contact [making\\_a\\_difference@toyota.com](mailto:making_a_difference@toyota.com) with additional questions.