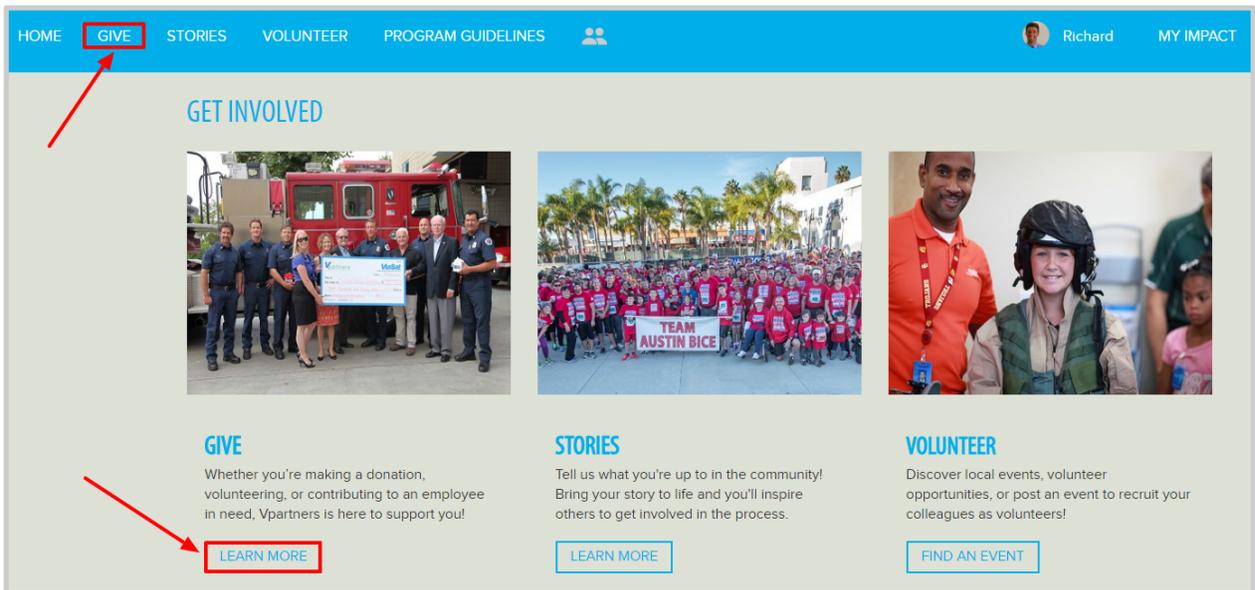


# How to Submit a Volunteer Grant

Click on "Give" in the navigation bar, or on "Learn More" in the prompt to action area to visit the Giving portion of the site.



The screenshot displays the website's navigation bar with the following items: HOME, GIVE, STORIES, VOLUNTEER, PROGRAM GUIDELINES, a user profile icon for Richard, and MY IMPACT. Below the navigation bar is a 'GET INVOLVED' section with three columns:

- GIVE**: Whether you're making a donation, volunteering, or contributing to an employee in need, Vpartners is here to support you! A red box highlights the 'LEARN MORE' button.
- STORIES**: Tell us what you're up to in the community! Bring your story to life and you'll inspire others to get involved in the process. A 'LEARN MORE' button is present.
- VOLUNTEER**: Discover local events, volunteer opportunities, or post an event to recruit your colleagues as volunteers! A 'FIND AN EVENT' button is present.

Red arrows point from the text above to the 'GIVE' button in the navigation bar and the 'LEARN MORE' button in the 'GIVE' section.

## VOLUNTEER GRANTS

Add volunteer hours and apply for volunteer grants here. Receive \$10 for every hour you volunteer, which you can give to the cause of your choice!

REQUEST A VOLUNTEER GRANT



Click on "**Request a Volunteer Grant**"

# Submitting Volunteer Grant

- To view your hours history or track additional hours, click on "View / Add Hours"

## Add Volunteer Hours and/or Apply for a Volunteer Grant

Have you volunteered offline and you'd like to add your hours? You're in the right place! You get \$10 for every hour you volunteer towards the charity of your choice. You can also apply for a volunteer grant after you have money to redeem. These hourly volunteer grants will go towards your personal \$2,000 yearly maximum.



VIEW / ADD HOURS >

REDEEM HOURS >

Here you can view all volunteer hours you have tracked and track additional ones. For each hour recorded, you'll have \$10 in available Volunteer Grant funds.

- Click on "Add Hours" to add your new volunteer hours

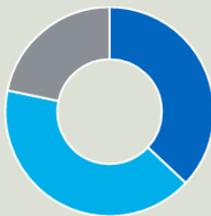
### TRACK OTHER VOLUNTEER HOURS

Are you volunteering outside of ViaSat? If so, great work! We want to hear about it. You can report those hours here and redeem Volunteer Grants for them!



ADD HOURS >

### MY ENGAGEMENT



- 17 Logins
- 19 RSVPs
- 10 Likes

# Redeeming Hours

- To redeem your hours, return to the previous page and click on "**Redeem Hours**"

## Add Volunteer Hours and/or Apply for a Volunteer Grant

Have you volunteered offline and you'd like to add your hours? You're in the right place! You get \$10 for every hour you volunteer towards the charity of your choice. You can also apply for a volunteer grant after you have money to redeem. These hourly volunteer grants will go towards your personal \$2,000 yearly maximum.

VIEW / ADD HOURS >

REDEEM HOURS >

Here you can choose the non-profit you'd like to direct your Volunteer Grant funds to, and the amount.

1. Select Charity from a list of 501c3's (It is best to have the TAX ID # from the charity. This is a 9 digit number that you can request from the charity, or you may find it on their website.)
2. Enter in donation amount
3. Optional - Enter in instructions to the charity if you'd like the donation to be sent to a specific chapter and/or department
4. Optional - Enter in a dedication if you'd like to dedicate the donation
5. Click "**Submit**"

**1** SELECT CHARITY > Available Volunteer Grant Funds: \$0

Anonymous?

**2** Amount (Must be \$10 or more)

**3** Instructions to charity

**4** Dedication

**5** SUBMIT DONATION >  To the best of my knowledge, this information is true, accurate and complete.

# Checking Volunteer Grant

After submitting your Volunteer Grant request, you'll be taken to the **MY IMPACT** page to check that your request was submitted correctly.

Donations 			
2017-04-20	D4D Pending Approval	AMERICAN NATIONAL RED CROSS	\$10.00 Volunteer Grant Requested 