Volunteerism Always Pays (VAP) Program Guidelines
(Note: These guidelines are for VAP and Event VAP)

At Walmart, engaging in our local communities is an important part of our culture. We encourage associates to contribute their time and talent to charitable organizations that matter to them. Our Volunteerism Always Pays (VAP) program recognizes and further supports these efforts by providing grants to eligible community organizations, based on the hours volunteered by associates.

Associate Eligibility
- All active, full-time, and part-time associates based in the U.S. and Puerto Rico are eligible. Temporary associates are not eligible.
- Associates must have been employed with the company when the hours were volunteered and at the time that the VAP application is submitted and processed.
- Associates must be "off the clock" at the time they volunteered and cannot be compensated by the organization receiving their time.

Organization Eligibility
- Organizations with a current 501(c)(3) or (19) tax-exempt status, listed in the IRS Master File that conduct activities in the United States
- Organizations must agree to use grant funds solely for activities in the United States.
- Recognized government entities such as fire and police departments.
- Schools including public and private schools, colleges, and universities.
- Churches programs that address the needs of the community at large, such as food pantries, soup kitchens, clothing closets, etc.

Restrictions
- **Associates** may submit up to four individual VAP applications per fiscal year. **Facilities** may submit up to four Event VAP applications per fiscal year.
- **Associates** and **facilities** may submit a fifth VAP or EVAP application if the volunteerism is focused on hunger relief.
- Volunteer activities should be sponsored and planned by the nonprofits, meaning the organization should play an active role in planning and managing the volunteerism activities.
- All associate volunteer hours must be above and beyond normal daily activities. Please review FAQs for restrictions on relays and walks and examples of eligible volunteer activities.
- **Activities NOT eligible for VAP**:
  - Fundraisers occurring in facilities
  - Driving to a volunteer function
  - Attending meetings, practice, sporting events, scouting, etc. in which you are not actively volunteering
  - Internal church duties, such as choir, usher, parking lot attendant, Sunday school, etc.
  - Wearing t-shirts, pins, buttons, bracelets, etc.
  - Training for events (walking, running, biking, etc.)
  - Exercising on your own time
  - Virtual volunteerism that does not require the volunteer to participate in an activity (i.e. sleeping in for a cause, etc.)
  Please note: Virtual volunteerism which requires the volunteer to

*participate in a specified activity that is tracked and reported **IS allowed**. For example: a text or online crisis hotline responder, that requires 4-hour virtual shifts and remote quarterly trainings.*
  - Donating funds to organizations (i.e. jeans days, etc.)
  - Raising money for fees to participate in an event

Application Period and Deadlines
- Associates may submit applications starting Feb. 1 through Dec. 31 at 11:59 pm (EST).
- Organizations will have until Jan. 8 at 11:59 pm (EST) to confirm volunteer hours.
- Hours from one fiscal year may accumulate and roll over to a new fiscal year, provided they are not duplicated.
- Applications that are not confirmed by 90 days of submission will automatically be rejected.

Grant Amounts
Individual VAP
  Grants are $250 for at least 25 hours of volunteer service

Event VAP
  Grants range from $500-$5,000, depending on the number of associates involved and hours volunteered. (A minimum of five associates and 25 hours are needed to qualify.)

Application and Approval Process
1. Review program guidelines and FAQs to determine whether the organization and volunteer activity qualify.
2. *Apply online on OneWalmart (path below). Please note: VAP and Event VAP are two separate applications.*
3. Generate a receipt for the organization. Print or email it to the organization so they can confirm volunteer hours.
4. The organization confirms volunteer hours. The deadline for verifying is Jan. 8th.
5. VAP applications are reviewed within 30 days.
6. If approved, checks will be sent directly to the organization. *Note: It can take up to 60 days for the organization to receive its check from the time the application ready to be reviewed Walmart.*

To check the status of your application, logon to the main VAP application page on OneWalmart (follow path below).

Resources
- Find VAP FAQs, Certificates, Order Forms for T-Shirts/Hat, Program Updates, Time Off Policy, VAP reporting and more on OneWalmart (path below).
- Please review the FAQs documents on OneWalmart.
- Walmart Foundation Hotline: **1-800-530-9925**

For more information about VAP including Frequently Asked Questions, please visit the VAP webpage on OneWalmart at Work > Walmart For Good > Associates For Good > VAP or wmlink/vaplogin. *Walmart has sole discretion as to whether activities qualify for VAP and has final approval of all grants made through the VAP program.*