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Intel Volunteer Matching Program Guidelines

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About the Program

The Volunteer Matching Program recognizes and encourages Intel employees and retirees worldwide to engage in volunteer programs and community service. The Intel Foundation awards cash grants to qualified schools and community organizations based on volunteer hours reported by Intel employees and retirees.

How to Participate

- All active regular, part-time or flex-time employees of Intel Corporation, including employees on sabbatical, are eligible to participate in the Volunteer Matching Program.
- U.S. Intel retirees are eligible to participate.
- Contingent workers, spouses, and other family members are not eligible.
- Grants will be awarded only to the school or organization (cause) where volunteer service was performed. Volunteer hours may not be transferred or re-assigned to a different cause.
- Volunteer hours cannot be “carried over” from one year to the next.
- Volunteer service must actually be completed—a pledge to complete volunteer service at a later date does not qualify.
- Employees and Retirees are responsible for reporting their volunteer hours using the Benevity Portal. Only volunteer hours reported in the portal will qualify for the Volunteer Matching Program.
- The maximum grant amount that an eligible school can receive per calendar year is \$15,000 USD. The maximum grant amount an organization can receive per calendar year is \$10,000 USD.
- A minimum cumulative total of 20 hours of employee and retiree volunteer time within a calendar year is required to generate a grant for a qualifying cause. Each additional volunteer hour will increase the amount of the grant up to the maximums noted above. (Refer to Appendix A for USD amounts per hour at Intel locations.)
- The deadline for reporting volunteer hours for each calendar year is 11pm GMT on December 15 (ex: 2020 hours must be reported by December 15, 2020).
- The Intel Foundation will make payments to schools and organizations on an annual basis. Payments are scheduled to go out in the first half of the year following the service, after hours have been reviewed and approved. (ex: 2019 hours will be paid in 1H 2020).

To report volunteer hours or find a volunteer opportunity go to the Volunteer Matching Program [portal](#) (U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)).

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Eligibility

Participant Eligibility

1. Employee and Retiree volunteer hours are eligible for matching grants when freely given with no monetary benefit or compensation from a school or community organization.
2. The volunteer activity must broadly benefit the school or members of the community, not the employee or Retiree, family members, or designated individual beneficiary.
3. Certain volunteer activities are NOT eligible for a matching grant. Although volunteers are encouraged to log all volunteer time, it will not result in a Foundation matching grant. Ineligible activities include:
 - 3.1 Participation in walkathons, marathons, tournaments, or other events (e.g., bowling in a bowl-a-thon, reading for a read-a-thon, etc.). However, volunteer hours spent helping to organize or staff a fundraising walkathon may qualify for a matching grant.
 - 3.2 Participation or attendance at a fundraising event (e.g., charitable fundraising dinner, golfing in a charitable tournament, auction, etc.).
 - 3.3 Volunteering for political campaigns or ballot measures; lobbying or advocacy to influence public policy or legislation.
 - 3.4 24-hour caring for or socializing rescued animals in the home; socializing or training guide dogs or other service animals to assist the disabled or elderly where the training requires 24-hour care of the animal in your home or at the office.
 - 3.5 Hosting visiting students in your home or providing foster care for children.
 - 3.6 Attending parent-teacher conferences.
 - 3.7 Providing religious instruction, lay counseling or ministry outreach on behalf of religious organizations.
 - 3.8 Fasting to raise awareness for a cause or political/social issue.
 - 3.9 Volunteering in lieu of tuition or in order to generate matching funds which will be applied in lieu of tuition or similar costs/payments
 - 3.10 Volunteer activities outside of your normal work scope that benefit and support Intel employees or programs, e.g., ERT/ORT, Safety Fairs, NEO, GPTW or other Intel U instruction.
 - 3.11 Recruiting activities that result in Intel hiring new employees.

Organization Eligibility

To be eligible for the Volunteer Matching program, organizations must meet the criteria outlined below and register in the Benevity Causes Portal.

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A. Eligible Organizations

Eligible organizations must be recognized by the Internal Revenue Service as exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (the "Code"), contributions to which are deductible under section 170 of the Code.

Schools, Colleges and Educational Institutions:

1. Public/government funded schools (K-12 or equivalent) must be fully accredited and offer comprehensive programs; independent or private schools must be fully accredited, offer comprehensive programs and non-profit, i.e., non-profit 501(c)(3) or its international equivalent.
2. Colleges and Universities must be degree-granting institutions.
3. Nursery, day care or pre-school program may be eligible for a matching grant if it is a 501(c)(3) public charity or its equivalent or is located at a public school and run by a school that is otherwise eligible for the matching grant program.

Non-Profit/Non-Governmental Organizations:

1. Eligible organizations must be recognized by the Internal Revenue Service as exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code, contributions to which are deductible under section 170 of the Internal Revenue Code.
2. Eligible organizations must be a tax-exempt 501(c)(3) public charity or its equivalent and must provide required documents, proof of status and complete self-certification.

B. Ineligible Organizations

Ineligible organizations include, but are not limited to, the following:

1. Non-functionally integrated Type III supporting organizations described in section 509(a)(3) of the Internal Revenue Code.
2. Political organizations [including political parties, partisan organizations, those supporting specific candidates or legislation (proposed or active), organizations that participate in any amount or form of lobbying, or organizations that engage primarily in political advocacy activities].
3. Religious organizations (churches, synagogues, mosques and other houses of worship) (categorized by the IRS as Religion-Related, includes NTEE Classifications X01-X99), or other organizations primarily promoting religious purposes *unless* the program for which

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the employee volunteered is specifically designated for a secular community outreach program. Refer to exceptions section for further guidance.

4. Foundations that are strictly grant-making bodies.
5. Organizations that do not comply with Intel Foundation's non-discrimination policy [i.e., Organizations must verify that, in addition to other program requirements, their programs and services are offered, and their workplace employment policies and practices are conducted, without discrimination on the basis of gender (includes expression and identity), sexual orientation, sexual identity, marital status, pregnancy, religion, religious-creed, ideology, race, ethnicity, ancestry, national origin, cultural affiliation, ability/disability (physical or mental), medical condition, genetic information, age, socio-economic background, military and veteran status or any other characteristic protected by federal, state or local law, regulation, or ordinance.] Refer to exceptions section for further guidance.
6. Municipalities or quasi-governmental organizations [e.g. Towns, Townships, Counties, City, State and Federal entities, Public Administration, Public Libraries (Government Run e.g. Municipality, County, State or Federal), Police and Fire Stations, Parks and Recreation departments and citizen advisory panels. This category extends to include sub-entities, departments and affiliated organizations of and any organization with a Government EIN (Employer Identification Number)]. Refer to exceptions section for further guidance.
7. Chambers of Commerce and other trade or business associations.
8. Terrorist organizations as defined under section 501(p) of the Internal Revenue Code. Organizations that finance terrorism or provide support to terrorist organizations.
9. Communist controlled organizations.
10. Organizations that have had their 501(c)(3) Internal Revenue Code status revoked.
11. Organizations that have been deemed non-compliant after completing the required self-certification questionnaire which includes practices on anti-discrimination, non-secular use of funds, political affiliation, deployment of funds, as well as licensing and registration regulations.

C. Exceptions

1. **Secular Religious Project:** A program or project within a religious organization, only when the donation is specifically designated for a secular community outreach program and participation is non-denominational. Program or project also does not include participation in prayer, worship or religious activity or teaching as a condition of receiving service(s) offered. Project must serve a need within the community and does not use the initial donation or resulting match for religious purposes of any kind.

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Note: This includes faith-based schools that the IRS has coded as a religious organization and instruction on faith is not included in the curriculum and participation in the project/program is non-denominational.

Note: Secular projects must have a mission statement and a description of its community purpose before it can be approved for inclusion in Intel's program.

Examples: Soup kitchen, food bank, homeless shelter, supplies for homeless, educational center, disaster relief, domestic violence counseling services, etc.

2. Educational institutions or non-profit organizations which offer gender-based programs or have services designed to address the needs of other targeted populations may not, in and of themselves, be considered discriminatory and will be considered for funding consistent with the Foundation's diversity and inclusion goals.
3. Non-governmental Libraries, including 'Friends of' Libraries [NTEE Codes E112 (single organization support) and E122 (multiple organizations support)].
4. Municipal food banks (and other social services) that have a verified 501(c)(3) status and meet all other program rules.
5. All volunteer fire departments, police departments, emergency medical services, search and rescue services, and safety services that have a verified 501(c)(3) status and meet all other program rules.

D. Other Limitations & Restrictions

1. Determination of the eligibility of charitable organizations and education institutions and approval of all match requests is at the sole discretion of Intel Foundation. This program may change, be suspended, or terminated at any time. Approved organizations may lose eligibility for the Volunteer Matching Program if their tax status is lost or a change in their mission or programs indicate that the organization falls outside these program guidelines. These guidelines may be amended by Intel Foundation from time to time.
2. In accordance with anti-bribery laws and regulations, no grant may be awarded if its purpose is to secure a business advantage for Intel by providing something of value to an officer or employee of a government (including its departments, agencies, instrumentalities or government-owned or controlled companies), to a candidate for political office, to a political party, or to a public international organization, such as the United Nations or World Bank.
3. Intel Corporation and the Intel Foundation reserves the right to limit the amount of money it will contribute to the Volunteer Matching Program in any calendar year, to amend or terminate the program at any time, and to make such interpretation in the administration of the program as may be required.
4. Intel Corporation and the Intel Foundation reserves the right to withhold matching funds to schools and organizations on any basis as deemed appropriate.

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5. Employees are solely responsible for recording volunteer hours. The Intel Employee Code of Conduct applies to the reporting of volunteer hours, and there may be significant repercussions for misrepresentation of volunteer hours.
6. The Intel Foundation reserves the right to withhold matching funds to schools and organizations upon confirmation that there has been false reporting of volunteer hours.
7. Determination of eligibility of schools and charitable organizations, as well as payment to all schools and organizations is at the sole discretion of the Intel Foundation.

For questions or more information, contact retiree.volunteers@intel.com.

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Appendix A

Table 1: Volunteer Matching Program Rates ***Effective January 1, 2014**

Countries	Volunteer Grant Rate
Algeria, Austria, Australia, Belgium, Brazil, Canada, Denmark, France, Finland, Germany, Greece, Hong Kong, Ireland, Northern Ireland, Israel, Italy, Japan, Jordan, Kenya, Korea, Lebanon, Morocco, Netherlands, New Zealand, Nigeria, Norway, Portugal, Saudi Arabia, Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Kingdom, United Arab Emirates, United States	\$10/Hour \$200 Minimum Grant (20 hours)
Argentina, Bangladesh, Bulgaria, Cambodia, Chile, China, Colombia, Costa Rica, Czech Republic, Ecuador, Egypt, Guatemala, Hungary, India, Indonesia, Kazakhstan, Lithuania, Malaysia, Mexico, Mongolia, Pakistan, Peru, Philippines, Poland, Romania, Russia, Serbia, Sri Lanka, Thailand, Ukraine, Venezuela, Vietnam	\$5/hour \$100 Minimum Grant (20 hours)

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Intel Volunteer Matching Program FAQs

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General Questions

1. What is the Volunteer Matching Program?

The Volunteer Matching Program recognizes and encourages Intel employees and retirees worldwide to engage in volunteer programs and community service. The Intel Foundation awards cash grants to qualified schools and community organizations based on volunteer hours reported by Intel employees and retirees.

2. How does the matching grant program work?

The Intel Foundation awards a grant to eligible schools and community organizations based on volunteer hours reported by Intel employees and retirees. A minimum of 20 hours of volunteer time in a calendar year is required to generate a cash grant for a qualified school or organization. Each additional volunteer hour will increase the amount of the grant. To report volunteer hours or find a volunteer opportunity go to the Volunteer Matching Program [portal](#) (U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)).

3. When is the deadline for reporting volunteer hours?

The deadline for reporting volunteer hours is December 15 at 11 pm GMT of each year; for example, the deadline to log 2020 hours is December 15, 2020.

Matching Details

1. What does the minimum volunteer amount an organization(cause) needs to qualify for the Intel match?

20 hours.

2. What is the match rate?

See rates above, [Appendix A](#).

3. What is a Cause in the Benevity portal?

Cause is the generic name given to any eligible charitable organizations or educational institution.

4. What is a Cause Project in the Benevity portal?

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A Cause (charitable organization or school) may create profiles for their different branches in the Benevity portal. For example, a school district may create a project for each school in the district, so donors may select the individual school for their donation. The project is a “child” to the “parent” organization. When donating to a project, the funds go to the parent organization and it is their responsibility to disburse appropriately to the child projects.

5. What organization receives the Intel Foundation match?

The same organization where the volunteering occurred, and the hours are reported will receive the match.

6. Is there a limit on how much a school or community organization can receive?

Yes. The maximum grant amount that a school may receive in a calendar year is \$15,000.00(USD); the maximum grant an organization may receive in a calendar year is \$10,000(USD).

7. When will my school or organization receive the grant?

Payments will be made on an annual basis in the year following the volunteering. Ex: 2019 hours will be paid in 2020. Payments are made only to causes (nonprofits and schools) that are approved at the time the payouts are processed.

8. May I tell the cause where I volunteer how much money to expect after I report my hours?

No, you should not “promise” an Intel match to an organization. In order to receive matching funds, the cause must be in compliance up until the day the match is disbursed. There is also a matching budget, which could be reached before the cause receives a match. Once the payment appears on the payout reports, it will be posted [here](#). Only after it appears on the report may you communicate it to your organization.

9. Is it true that my volunteer hours will generate money for my favorite cause?

Yes! Once an approved organization reaches 20 hours of reported volunteer time between January 1 and December 15 of a calendar year, they become eligible for a matching grant.

Organization Approval Process

1. How do I add my favorite organization--a cause--to the volunteer portal with Benevity?

First, access the Volunteer Matching Program [portal](#) (U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)). From there, search for your organization. If it is found and has a green matching banner, it is fully approved.

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- If it is found without the matching banner, you'll need to nominate it for inclusion by clicking Quick Links in the top navigation bar and NOMINATE A CAUSE.
- If the organization is not found at all, you'll need to nominate it for inclusion by clicking Quick Links in the top navigation bar and NOMINATE A CAUSE.

Once nominated, you will receive a confirmation and status information along the way.

How can you help? Notify your organization that outreach is coming and ask them to complete the steps asap. Please note: volunteers are not allowed to act on behalf of the organization and complete registration. Registration MUST be done by a verified official of the organization. Questions: Email support@benevity.com.

2. What is required of a non-profit organization to determine its eligibility under the Volunteer Matching Grant Program?

See above **Organization Eligibility**

3. What is 501(c)(3)?

To be eligible for the Matching Grant Program, an organization must be recognized by the U.S. Internal Revenue Service as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code. Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Since this is a US tax code designation, non-governmental organizations outside of the US would need to provide evidence based on the requirements of their country.

In short summary, this classification refers to the [U.S. Code 501\(c\)\(3\)](#) which provides for the exemption from tax on corporations, certain trusts, etc. It applies to corporations, funds, or foundations, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational purposes, fostering national or international amateur sports competition, or for the prevention of cruelty to children or animals. It does not allow for any part of the organization's net earnings to be applied towards activities that benefit private shareholders or individuals, or for the organization to carry on propaganda, attempt to influence legislation, participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office.

4. My non-profit organization is a 501(c)(3) organization but it's still not eligible. Why?

Non-profit organizations must be 501(c)(3) PUBLIC CHARITIES to be eligible for a matching grant for the Foundation. Many organizations are non-profit, that is, they are generally exempt from paying income tax. Trade associations, chambers of commerce, and fraternal organizations are examples of organizations that are tax-exempt charities.

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However, donations to these types of organizations are generally not tax deductible to the donor.

5. What if my charitable organization or school becomes ineligible?

A cause can become ineligible for many reasons - they could lose their tax status, change their mission / programs, or may not complete (or might fail) the required annual "self-certification" questionnaire. The cause receives several notifications before and after becoming ineligible. Ultimately it is up to the cause to keep or reinstate their eligibility. To renew their eligibility, the cause (not an Intel employee or retiree) should email causes@benevity.com.

6. Where can I go to see if my charitable organization or school (a cause) is eligible?

Go to the Volunteer Matching Program [portal](#) (*U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)*) at Benevity. Once there, you can search for your organization. If it is approved, it will have a green "matching" banner on it.

- Organizations listed without the green banner require an official representative of the organization to complete registration steps and the Intel self-certification questionnaire which includes practices on non-discrimination, secular use of funds, political affiliation, deployment of funds, as well as licensing and registration regulations.
- If the organization is not found, simply click Quick Links in the top navigation and Nominate a Cause. The charities team will send you a confirmation email and apprise you of the status as they reach out to the organization and attempt to bring it on board.

How can you help? Notify your organization that outreach is coming and ask them to complete the steps asap. Please note: volunteers are not allowed to act on behalf of the organization and complete registration. Registration MUST be done by a verified official of the organization.

7. What is an EIN number?

An Employer Identification Number is also known as a Federal Tax Identification Number and is used to identify a business entity in the US. The EIN can also be used to track and confirm a non-profit organization's charitable tax status. Public schools and organizations outside of the US do not have an EIN.

8. How do I report my volunteer hours for a local organization that doesn't have its own EIN number, but operates under a national or regional affiliation?

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These types of organizations are called child projects and fall under the umbrella of the parent organization. If the parent organization is approved, it can add the children to its profile in a few quick steps by accessing the [Benevity Causes Portal](#), logging in to its profile, and using the links to add. An example of a parent/child organization would be a unified school district (parent) and all of the schools in the district (projects). The Red Cross has child projects all of the world as well.

9. How do I get my community organization on the approved list?

First, access the Volunteer Matching Program [portal](#) (*U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)*). From there, search for your organization. If it is found and has a green matching banner, it is fully approved.

If it is found without the matching banner, you'll need to nominate it for inclusion by clicking Quick Links in the top navigation bar and NOMINATE A CAUSE.

If the organization is not found at all, you'll need to nominate it for inclusion by clicking Quick Links in the top navigation bar and NOMINATE A CAUSE.

Once nominated, you will receive a confirmation and status information along the way.

How can you help? Notify your organization that outreach is coming and ask them to complete the steps asap. Please note: volunteers are not allowed to act on behalf of the organization and complete registration. Registration MUST be done by a verified official of the organization.

10. If I am on the Board of Directors of a 501(c)(3) or I founded my own non-profit organization and it has been designated as a 501(c)(3), are they still eligible for matching through the Volunteer Matching Program?

If the organization is a 501(c)(3) public charity or its equivalent and meets other program guidelines, it is likely it would be eligible to receive a matching gift. Your personal involvement as a volunteer BOD or founder would not disqualify the organization from receiving a gift, so long as your donation and the matching funds do not provide direct benefit to you, an immediate family member, or someone with whom you have a close personal relationship and support the community at large. To avoid the potential appearance of a conflict, you should have another authorized representative of the organization serve as the organization's contact and create the organization's profile in the Benevity Causes Portal.

If you have additional questions, you may want to seek counsel from [Intel Ethics office](#) or email the Intel Legal point of contact at outsideboardseats@intel.com.

11. What is the required self-certification process that organizations must complete

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during registration?

In order to be eligible for Intel's program, organizations must complete registration steps and the required self-certification questionnaire which includes practices on non-discrimination, secular use of funds, political affiliation, deployment of funds, as well as licensing and registration regulations.

12. What if the organization doesn't choose to verify that it aligns with Intel Foundation's non-discrimination policy?

They will not receive funding. Alignment with our policy our non-discrimination is an eligibility requirement for the program. The non-discrimination policy is part of the self- certification that all organizations must complete before they can be eligible.

13. The guidelines state that schools or non-profit organizations which offer 'gender-based' programs or services may not "in and of themselves, be considered discriminatory." What does that mean?

Schools and organizations which focus on the development and delivery of programs and services to address unique needs of specific demographics will be considered for funding. For example, health clinics situated to deliver services to Native American populations, single sex schools and colleges, or programs designed to increase the number of girls and underrepresented minorities studying science and math.

14. Why has the cause I volunteered at in the past been removed as an eligible cause in the Benevity portal?

All causes that receive funding from the Intel Foundation undergo routine eligibility screening and are required to comply with Intel Foundation's non-discrimination policy and other required self-certification standards. This cause may not meet one or more of the eligibility conditions and is no longer available for matching funds.

15. Intel has matched volunteer time to this cause for years, and it was removed. What has changed recently?

As the matching programs have expanded to a global audience, the due diligence must also be expanded to protect the reputation of and alleviate risks to Intel and the Intel Foundation. The decision to move to Benevity as the provider enabled Intel to have a more proactive and efficient process in cause validation.

Reporting Hours

1. How do I report my volunteer hours?

Go to the Volunteer Matching Program [portal](#) (U.S. retirees and Board of Director

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(BOD) participants will need to use the [external login page](#)) and click the [REPORT HOURS](#) to be directed to the volunteer portal at Benevity. Retirees are responsible for reporting their own hours. See '[Tips for Reporting Volunteer Hours](#)'

Hours can only be reported to organizations that are approved in the volunteer portal.

2. Can I volunteer for one organization and report the hours under a different organization?

No. Volunteer hours cannot be transferred to a different organization. Grants will be awarded only to the school or organization where the volunteer service was performed or that benefited directly from the volunteer service.

3. Can I include travel time when I report my hours?

Yes. Reasonable travel time may be included when reporting volunteer hours. (No, the travel time to Hawaii where you volunteered for an hour at the national park does not count!).

4. Can I report time I spent planning for or organizing a team for a volunteer project?

Yes. Time spent planning a volunteer project (e.g., preparing a classroom presentation, curriculum materials, or lesson plan, etc.) or time organizing a project, or a team of volunteers can be counted as volunteer hours.

5. Can I report the hours of family members if they join me in a volunteer project?

No. Only employee volunteer hours can be reported.

6. What is the maximum volunteer time I can report in a year for a matching grant?

There is no limit to the number of hours an individual may volunteer as long as the hours reported are true and honest; however, there is an annual per-organization limit for matching grants to schools (\$15K USD) and organizations (\$10K USD).

7. My organization reached its maximum hours for payout. Can I select a different organization to receive the hours toward a Foundation matching grant?

No. Volunteer hours cannot be transferred to a different eligible organization. Grants will be awarded only to the school or organization where the volunteer service was performed.

However, you should still report your hours so they can be counted. It is not clear until the end of the year whether the organization or school has exceeded the maximum grant amount.

8. Does my organization need to be approved/eligible for me to enter my volunteer time?

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Yes. In order to receive a matching grant, the organization must be approved, and hours logged to that cause. If your organization is not approved, nominate it using the instructions above. Once your nomination of the cause has been approved, you can then add your hours.

Hours can also be logged to “no cause” but will not receive a matching grant.

9. Can I report hours for chaperoning my child's field trip or overnight camping?

Yes. Chaperoning is a great volunteer activity. However, only the hours when you are awake can be counted. You cannot report the hours when you are sleeping.

Restrictions on the Foundation Grant

1. Can I direct where the funds will be applied after the grant is paid to the school or non- profit organization?

No. You cannot direct how the school or non-profit uses the grant funds. Each school or non- profit determines how grant should be used. NOTE: Neither the matching grant nor the volunteer hours may be credited toward tuition or tithing or in any way represent a direct material benefit to the volunteers, members of their families, or any designated individual.

2. Does the Intel Foundation restrict how the grant funds may be used?

No. Use of the matching grant funds is at the discretion of the school or nonprofit. The Foundation does require that religious organizations use the grant to support their secular community outreach programs for which Retirees volunteered.

3. Why are religious instruction or other non-secular programs ineligible to receive an Intel Involved Matching Grant from the Foundation?

The Intel Foundation does make grants to religious organizations to support their community outreach activities if they are secular in nature, open to the entire community and involved no religious teaching or counseling or other requirements for clients to participate in or receive faith-related programs or services. Examples of programs supported by matching funds would be food banks, homeless shelters, or community suppers (though not fund-raising events supporting the religious programs). The matching funds from the Foundation must directly support the community outreach programs for which the Retiree volunteered. See section **Exceptions** for more guidance. In order to be included, the religious organization must also comply with Intel's anti- discrimination policies.

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4. Can a Intel employee, who is also a non-profit board member, use the Volunteer Matching Grant as part of the their fundraising goal/commitment to the cause (organization)?

Yes, the board member may claim the portion of the hours they have volunteered as long as the matching funds don't benefit that board member directly. It is the employee's responsibility to confirm with the organization whether the organization's policy would allow the Volunteer Matching Grant funds to be used to meet their fundraising goal/commitment

Non-discrimination Policy

Qualified organizations seeking financial support from the Intel Foundation are required to verify that their program and services are offered without discrimination on the basis of race, color, religion, national origin, ancestry, age, disability, medical condition, genetic information, veteran status, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, or any other characteristic protected by federal, state or local law, regulation or ordinance.

Cultural and Gender-Responsive programs and Diversity programs: Educational institutions or non-profit organizations which offer programs or have services designed to address the needs of under-represented or target populations may not, in and of themselves, be considered discriminatory and will be considered for funding consistent with the Intel Foundation's Non-Discrimination policy (i.e. all female/male schools, STEM programs focused on girls or ethnic groups, programs focused on people with disabilities).

Volunteer Scenarios

1. I serve on the board of directors or a committee of a community organization. Does the time I spend in this capacity qualify for a matching grant?

Yes, time you spend preparing for, traveling to/from and attending meetings for an eligible organization may qualify for a matching grant.

2. I attend several charity auctions and other fundraising events in support of an organization. Is that time eligible for a match?

No, time spent attending events is considered social activity. However, if you help to plan, organize or work at the event in a volunteer capacity, your volunteer hours may qualify for a matching grant.

3. I attend events at my child's school including PTA meetings and parent-teacher conferences. Is that time eligible for a match?

No, attending school PTA meetings is primarily a parental responsibility. However, if you help to plan, organize or work at the event in a volunteer capacity, your

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volunteer hours may qualify for a matching grant.

4. I help my child sell cookies or candy or other fundraising items. Are those hours eligible for a match?

No, this is primarily a parental responsibility. However, if you are part of a planning committee or organize fundraising activities that benefit the entire school, your volunteer hours may qualify for a matching grant. Additionally, if you chaperone children in addition to your own while they sell cookies, that time can be counted.

5. I am a coach/manager/official/administrator in a local youth sports league. Is my volunteer time eligible for a match?

If the league or organization is recognized as a tax-exempt public charity [501(c)(3) or its equivalent], your volunteer hours may qualify for a matching grant.

6. I am a foster parent. Are the hours I spend in this role eligible for a match?

No, being a foster parent with financial compensation is not considered a volunteer activity. Intel defines volunteerism as gifts of time, labor and expertise in support of community initiatives without compensation.

7. I volunteer in support of arts programs in the schools (e.g., chaperoning travel to music competitions, repairing instruments, sewing costumes, building sets, etc.). Do these hours qualify for a matching grant?

The matching grant program covers all types of volunteering for schools. This volunteering may qualify for a matching grant.

8. Does time at home preparing for classroom presentations or projects in support of teachers qualify for a matching grant?

Yes. Prep time for classroom visitation programs like National Engineer and Technicians Week can be reported and may qualify for a matching grant.

9. I donate blood on a regular basis. Is that considered a volunteer activity?

Yes. Reasonable time spent giving blood at organized blood drives may be reported as a volunteer activity and may qualify for a matching grant.

10. I plan to participate in a “walk-a-thon” to raise money for medical research. Can I report the hours? Will the Foundation match my time running in the event? Will Intel match the money I raise?

Time spent participating in fundraising events (e.g., walking in a walk-a-thon, bowling in a bowl-a-thon, running in a charity road race, etc.) can be reported as volunteer hours in the Benevity Portal. These hours will need to be logged to no specific cause

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by choosing “Something Else” option in the Track Volunteer Time tool. The time spent on these fundraising activities is considered fundraising ‘participation’ and would not be eligible for an Intel Involved Matching Grant from the Foundation.

If you volunteered to help plan, organize or staff the fundraising event, you should report that volunteer time and it may qualify for a matching grant.

The Intel Foundation does not match the money you would raise.

11. My child's school is a private, accredited, tax exempt school offering general education and religious instruction. It requires at least one parent be a professing Christian. Would this school qualify for a volunteer matching grant?

No. Schools run by religious organizations that require students (or their parents) be members of that religion, or require them to participate in religious activities, do not qualify for a volunteer matching grant.

12. If I volunteer for an organization that does not have 501(c)(3) status or charitable equivalency, can I still report the hours?

You may report your volunteer hours to ‘no cause’ in the Benevity system. However, it will not be eligible for a matching grant.

13. I'm unhappy that my favorite community organization is not eligible to receive matching funds through the Volunteer Matching Program. Why are some organizations eligible and others are not?

Since the Intel Foundation funds the matching grants, they must adhere to funding restrictions as a private foundation. Generally, the Foundation can support public charities, schools, and libraries which are considered public charities or equivalent to public charities under the IRS tax code. In addition, while some organizations may be considered not-for-profit, they still must meet Intel's specified guidelines for consideration. Please review the program guidelines.

14. I am active with my local Lions Club. They do charitable community work. Why aren't my hours eligible for the Matching Grant?

If the Lions Club is doing charitable work with a 501(c)(3) nonprofit organization, you may report the hours to that non-profit. Since the Lions Club is not a 501(c)(3) they are not eligible for volunteer matching.

Non-profit organizations must be 501(c)(3) *public charities* to be eligible for a matching grant from the Foundation. Many organizations are not-for-profit, that is, they are generally exempt from paying income tax. Trade associations, chambers of commerce, and fraternal organizations are examples of organizations that are tax-

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exempt organizations. However, donations to these types of organizations are generally not tax deductible to the donor. The Intel Foundation is not able give money to them.

15. I founded my own non-profit organization and it has been designated as a 501(c)(3) public charity or its equivalent. I volunteer many hours for this organization. Would the organization be eligible for the Volunteer Matching Program matching my hours? Does this present a potential conflict of interest?

If the organization is a 501(c)(3) public charity or its equivalent and meets other program guidelines, it is likely it would be eligible to receive a grant. Your personal involvement would not disqualify the organization from receiving a grant. However, to avoid the potential appearance of a conflict, you may also want to ask another authorized representative of the organization to serve as the organization's contact for the program, including verifying compliance with Intel's non-discrimination policy as well as handling receipt of grant funds from the Intel Foundation.

If you have additional questions, you may want to seek counsel from [Intel Ethics office](#) or email the Intel Legal point of contact at outsideboardseats@intel.com.

16. Are there other ways that I can support non-profit/education organizations I care about with Intel matching?

Yes! You can donate at any time to your preferred cause either directly, or in the Volunteer Matching Program [portal](#) (*U.S. retirees and Board of Director (BOD) participants will need to use the [external login page](#)*) if they are eligible for the Intel program, whether or not matching funds are available.

17. Why are my hours showing up as unapproved?

Please do not worry about the unapproved hours. We do not require our volunteer managers to approve hours in the system for payouts. If it is entered in your history, tracked correctly to an eligible cause, they should be eligible for a pay out from the Intel Foundation.

18. I reported hours to a different cause before my exact cause was approved. What should I do?

Within the current year, you can visit your profile by clicking on your name in the upper right corner of the screen, click on the "volunteering" tab, then "history", and find the entry. Click cancel to delete the incorrect submission. You'll need to re-enter the hours to the correct cause. If the year has closed, no changes will be accepted. See '[Tips for Reporting Volunteer Hours](#)' for additional help.

19. Where do I to find volunteer payout history?

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Current year volunteer matching grants for hours reported in the previous year will occur in 3 cycles beginning in May. As payments are made, they will appear on the payout report posted at: <https://intelretiree.com/volunteering/>.

Organizations receiving payouts must have met the following criteria by December 15 of the current year (example: 2021 hours must be logged by December 15, 2021):

- Be approved in the Benevity system
- Have at least 20 reported volunteer hours

Please do not communicate expected payments to your organization until you see it listed on the payout report as they are not officially approved until that point. Please feel free to reach out to retiree.volunteers@intel.com for further details.

Support

1. If I have a question about the Benevity volunteer system, whom should I contact?

You can contact support@benevity.com or “submit a request” through the Benevity portal. If an organization has a question about registering in the Benevity Causes Portal they can contact causes@benevity.com (causes only please).

2. If I have a question about the Volunteer Program, whom should I contact?

You can contact retiree.volunteers@intel.com.