

Individual Volunteer Grants

Pfizer Foundation Individual Volunteer Program

Address: Pfizer Foundation Individual Volunteer Program, 6505 W Park Blvd, Ste. 306 PMB300, Plano TX 75093

Questions? Call 866-751-6031 or Pfizer-support@yourcause.com

INSTRUCTIONS

To request an Individual Volunteer grant via paper form, please complete the information below and mail to the address above. The nonprofit organization will be contacted via email to confirm the volunteer service.

SECTION 1: DONOR INFORMATION

Name of Donor:

Employee Identification Number (EMPID#):

Donor Type:

Colleague

Retiree

Email Address:

Phone Number:

Street Address:

City:

State:

Zip Code:

SECTION 2: VOLUNTEER DONATION INFORMATION

Name of Nonprofit Organization For Which You Volunteered:

Organization Identification Number (EIN/TAXID#):

Street Address:

City:

State:

Zip Code:

Website:

Email Address of Contact Person at Organization:

Have you volunteered with this organization for at least 72 hours?

Yes

No

Date of Volunteer Service:

to

Number of Volunteer Hours:

Briefly describe the nature of your volunteer effort:

SECTION 3: AFFIRMATION STATEMENT

I hereby certify that the above information is accurate, correct and representative of my involvement with this organization.

Donor Signature: X

Date:

Pfizer Foundation Individual Volunteer Program Guidelines

PROGRAM OVERVIEW

The Pfizer Foundation Individual Volunteer Program supports volunteer service of U.S. and Puerto Rico based colleagues with eligible 501(c)(3) tax-exempt organizations that meets program criteria.

HOW IT WORKS

The Pfizer Foundation will match active Pfizer colleague volunteer service of 72 hours with an eligible 501(c)(3) tax exempt organization. Retired colleagues are required to complete 40 hours of service before applying for a grant.

Colleagues are eligible for one individual volunteer grant per calendar year. Active colleagues are eligible for one \$1,000 grant for one organization per year. Retirees are eligible for one \$500 grant for one organization per year.

Volunteer application forms must be submitted to the processing center no later than December 31st for the year in which the service is provided.

ELIGIBLE INDIVIDUALS

Individuals eligible for the program are U.S.-based regular full-time or regular part-time colleagues including those based in Puerto Rico and retirees.

ELIGIBLE ORGANIZATIONS

Any non-profit charitable Health Care, Education, Civic and Cultural organization is eligible for the Matching Gifts Program provided it is located in the United States or Puerto Rico, recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

EXAMPLES OF ELIGIBLE ORGANIZATIONS

- Eligible health care organizations include: hospitals, hospices, psychiatric/mental health organizations, ambulatory care facilities, long-term convalescent facilities, etc.; as well as a range of national and local health-related organizations, including those whose programs relate to specific diseases.
- Eligible educational organizations include: graduate and professional schools; colleges and universities; public or private secondary, elementary and pre-elementary schools; as well as a range of national and local education-related organizations.
- Eligible civic organizations include: a wide range of national and local civic and social service groups, such as community recreational centers, programs for the elderly, halfway houses, women's centers, drug/alcohol rehabilitation projects, youth programs, conservation groups, legal assistance centers, programs for the handicapped, vocational/technical training and non-academic research organizations.

- Eligible cultural organizations include: aquariums, arboretums, art galleries, arts councils, botanical gardens, cultural/performing arts centers, dance companies, film societies, historical societies/ restorations, libraries, museums, music/choral groups, opera companies, orchestras, planetariums, public broadcasting television and radio stations, theater companies and zoos.

RESTRICTIONS

- Please note that neither the employee, retiree, nor any member of their family may directly or indirectly benefit as a result of this grant
- Professional activities you do as part of your work at Pfizer are not eligible
- Single events, including walk-a-thons, marathons, and bike-a-thons as well as training and fundraising for such events, are not eligible
- Religious organizations (e.g. churches, temples, synagogues, mosques) are not eligible
- Volunteer service may be eligible for a grant if the programs operated by faith-based social service organizations meet the following criteria:
 - The organization has a 501 (c)(3) determination letter from the IRS;
 - Volunteer work is with a program that is available and open to all individuals in the community;
 - The program is for non-religious purposes (such as a food pantry or domestic abuse shelter) and;
 - The organization does not use the program to promote any religion.

HOW TO APPLY

For information including online application, program guidelines and giving history:

- Portal link <http://pfizer.yourcause.com>. Retirees may also access forms, guidelines and frequently asked questions at <http://Pfizerplus.com>.
- Questions? Call 866-751-6031 or email Pfizer-support@YourCause.com

ADMINISTRATIVE CONDITIONS

The Pfizer Foundation will determine whether specific grant requests comply with the eligibility requirements, application procedures and intent of the program. While the Foundation hopes to continue the Individual Volunteer Program indefinitely, the Foundation reserves the right to modify or terminate the program at any time.