

# ExxonMobil Foundation

## *Volunteer Involvement Program (VIP) Guidelines*

**Effective January 1, 2007**

**Initiated in 1996, the Volunteer Involvement Program is funded by ExxonMobil Foundation, the primary philanthropic arm of Exxon Mobil Corporation. The Volunteer Involvement Program seeks to encourage employees, retirees, and other eligible participants to actively contribute their time and talent to charitable organizations by providing contributions on their behalf. The intent of this program is to encourage volunteerism to worthwhile charitable activities in the community, rather than to provide large sums of money to organizations. ExxonMobil Foundation is committed to supporting charitable activities that: advance education or science; combat community deterioration and juvenile delinquency; relieve the poor, the distressed, or the underprivileged; lessen neighborhood tensions; lessen the burdens of government; eliminate prejudice and discrimination; and defend human and civil rights secured by law.**

### General Guidelines

The Volunteer Involvement Program is designed for employees, retirees, and other eligible participants who volunteer in the community on an individual or Team basis. A \$500 grant can be awarded to a charitable, nonprofit organization after an eligible participant or Team volunteers at least 20 hours of their time to the organization during a calendar year. Interpretation, application, and administration of the VIP program, which can be suspended, changed, revised, or terminated at any time, shall be determined by ExxonMobil Foundation, and its decision shall be final.

### Individual Volunteer Grant Guidelines

Each eligible participant (employee, retiree, surviving spouse, or director) may apply for four individual grants per calendar year. These grants may be for the same or separate organizations, provided 20 hours of work is performed for each grant. An organization may receive a maximum of \$5,000 per calendar year of Individual Volunteer Grants, in addition to the \$10,000 maximum for Team Grants.

Although spouses and children may participate as part of the four individual grants per employee or retiree per year, hours may not be combined. All application forms must be completed by the employee, retiree, surviving spouse, or director. A separate application must be completed for each \$500 grant request.

### Team Volunteer Grant Guidelines

A team of at least five eligible participants who volunteer for a combined total of at least 20 hours on a specific project may

apply for a Team VIP Grant. A project is a specifically defined work activity that requires multiple volunteers working together at the same location at the same time. A project may have a duration of one day or may be a reoccurring project such as a team working together on the activity once a month. A project that requires more than one team and generates more than one \$500 VIP grant is subject to prior review by Public Affairs (for contacts, check [www.easymatch.com/exxonmobil](http://www.easymatch.com/exxonmobil) or call ExxonMobil Matching Gifts). An organization may receive a maximum of \$10,000 per calendar year in Team Volunteer Grants, in addition to the \$5,000 maximum for Individual Volunteer Grants.

### Eligible Applicants

The following are eligible to participate:

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the United States;
- Retirees from the above companies or Exxon Corporation;
- Spouses and dependent children ages 12-25 of employees and retirees referred to above (spouses and children participate in the Individual VIP as part of the four individual grants per employee or retiree per year);
- Surviving spouses of deceased employees and retirees of the above companies or Exxon Corporation;
- Present and former outside directors of Exxon Mobil Corporation.
- Non-U.S. payroll employees are eligible while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates.

**Note:** Retirees of Mobil Corporation are not eligible for this program, but may apply for a grant through the Mobil Retiree Volunteer Program.

### Eligible Organizations

Eligible organizations must be charitable and recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Service Code and have an Employer Identification Number (EIN), or be an instrumentality of a state or local government under IRC Section 170(c)(1). Public charities are included, but private foundations are excluded.

Eligible organizations include those providing:

- Disaster relief and emergency services;
- Community assistance including food, shelter and clothing;
- Assistance to the disabled and underprivileged;
- Youth empowerment and a chance at a brighter future;
- Family crisis services and programs;
- Senior citizens with a better quality of life;
- Health care, health volunteer services, and cure for diseases;

- Cultural organizations including arts, museums, cultural and historical societies, performing arts, public broadcasting, etc.;
- Civic services including volunteer fire departments, emergency management, community centers and services, and libraries;
- Youth activities (age 18 and under);
- Parks, nature centers, botanic gardens;
- K-12 education (accredited private and public schools) and supporting organizations such as PTA;
- Colleges and universities;
- Educational tutoring and mentoring;
- Environmental programs including biodiversity, conservation, and preservation of endangered species and habitats; and
- Humane societies, animal shelters, SPCA, etc.

### Ineligible Organizations

Ineligible organizations include those not recognized as charitable and tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Service Code or an instrumentality of a state or local government under IRC Section 170(c)(1). Further, organizations whose primary mission does not meet the charitable definition for VIP purposes are ineligible.

Ineligible organizations include:

- Political organizations;
- Churches, synagogues, etc., insofar as the activities are religious (church-sponsored accredited schools are eligible);
- Organizations with limited constituencies, such as sororities, fraternities, alumni associations, business leagues, foreign language and social clubs, and veteran's groups;
- Organizations that represent a conflict of interest for employees or the Company, or may involve the Company in controversial issues;
- Non-accredited K-12 schools or school districts;
- K-12 booster clubs or similar organizations (supporting athletics, band, cheerleading, drill team, choir, etc.) whose purpose is other than to support the school's educational objectives;
- Hobby and other civic clubs, including genealogical societies, garden clubs, sportsmen clubs, participatory sports, etc.; and
- Private foundations.

### Volunteer Activities

The purpose of the Volunteer Involvement Program is to encourage charitable volunteerism in the community rather than simply contribute large sums of money to non-profit organizations. Volunteer service, activities and projects should be consistent with our pledge to be a good corporate citizen and support important societal goals including education, health and human services, and the environment.

Volunteer activities for organizations where the volunteer or anyone in the volunteer's family is a member or receives any direct benefit of more than nominal value in return for the grant are ineligible for a VIP grant. It is the policy of ExxonMobil that employees and retir-

ees avoid any actual or apparent conflict of interest between their own personal interests and the interests of the Foundation. Any questions regarding conflicts of interest should be discussed with the employee's supervisor, or referred to ExxonMobil Foundation.

Volunteer efforts at K-12 schools, colleges, or universities should support academics and meet the definition of charitable for VIP purposes. Volunteer efforts supporting extracurricular activities (including concessions, carnivals, student chaperoning, athletics, band, cheerleading, etc.) are ineligible for VIP. Office and classroom assistance and PTA activities are eligible, as long as the effort does not benefit extracurricular activities.

Volunteer efforts associated with fundraising events may qualify for a VIP grant provided participation is open to the general public; the event is planned, organized, and sponsored by the non-profit organization; and ExxonMobil volunteers are only assisting with the work necessary to put on the fundraising project, such as staffing of a registration table, serving of refreshments, event clean-up, etc. The time that a person spends raising donations or walking in a walk-a-thon, riding in a bike-a-thon, etc. does not constitute volunteer work for the purposes of VIP.

### Application Procedure

Upon completing 20 hours of volunteer service, the eligible participant should complete Part A of the application form and send the form to the charitable organization. The organization completes Part B and then returns the application to the following:

**Volunteer Involvement Program**  
**ExxonMobil Matching Gift Programs**  
**P.O. Box 7288**  
**Princeton, NJ 08543-7288**

All payments will be issued on a quarterly basis. Application deadlines are as follows:

First Quarter - March 15  
 Second Quarter - June 15  
 Third Quarter - September 15  
 Fourth Quarter - December 15

Payments for all VIP grants will be consolidated into one check and mailed directly to the recipient organization approximately one month after the application deadline. A summary listing identifying all volunteers will be included with the payment. Volunteers will receive a quarterly notification that their volunteer grants have been paid.

Applications must be received by March 15 to receive payment for the previous calendar year's efforts. Volunteer hours may not be carried over from year to year.

If you have questions or wish to check on the status of your application, please call ExxonMobil Matching Gifts toll free at (877) 807-0204, or email [exxonmobil@easymatch.com](mailto:exxonmobil@easymatch.com).

Electronic applications are available at:

[www.easymatch.com/exxonmobil](http://www.easymatch.com/exxonmobil)

# Individual Grant Application 2007 Volunteer Involvement Program

**ExxonMobil Foundation**

COMPANY USE ONLY

Reference No. \_\_\_\_\_  
(To be completed by ExxonMobil)

**Part A** - To be completed by volunteer and forwarded to charitable organization for verification of volunteer activity. Submit one application per \$500 grant requested. (Note: If volunteer is spouse or child, application must include name and signature of employee/retiree.)

Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

- Employee                       Retiree  
 Surviving spouse               Director

**Note: Although spouses and children may participate as part of the four individual grants per employee or retiree per calendar year, hours may not be combined.**

Volunteer's Name (If different from above) \_\_\_\_\_ Application Date \_\_\_\_\_  
 Spouse                       Child - List age \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-mail address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone (     ) \_\_\_\_\_ Home Phone (     ) \_\_\_\_\_

ExxonMobil Organization \_\_\_\_\_ Work Location \_\_\_\_\_  
(Example: Upstream - ExxonMobil Production Company)

Calendar Year of Volunteer Service \_\_\_\_\_ (Please submit one application per \$500 grant requested)

Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
JAN _____	FEB _____	MAR _____	APR _____	MAY _____	JUN _____		
Hours	Hours	Hours	Hours	Hours	Hours	TOTAL	Hours
JUL _____	AUG _____	SEP _____	OCT _____	NOV _____	DEC _____		

Name of Non-profit Organization to Receive Grant \_\_\_\_\_

Describe Volunteer's Activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION BY THE VOLUNTEER** I certify that at the time of this volunteer work I qualify as an eligible employee, retiree, surviving spouse, or director. I also certify that this volunteer work meets all of the conditions stated in the attached guidelines, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept any direct benefit of more than nominal monetary value in return for or as a result of this volunteer work or the grant provided by the Foundation.

Signature of Employee/Retiree \_\_\_\_\_ Date \_\_\_\_\_

**Part B** - To be completed by the recipient organization. (Please type or print)

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

Organization's Nine (9) Digit Employer I.D. No. [Attach copy of 501(c)(3)] \_\_\_\_\_

Brief Description of Organization's Purpose (Attach brochure if available) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that the above volunteer services have been received and that the grant will be used to support the primary objectives of this organization which is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, or an instrumentality of a state or local government under IRC Section 170(c)(1).*

Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_

# Team Grant Application 2007 Volunteer Involvement Program

COMPANY USE ONLY

## ExxonMobil Foundation

Reference No. \_\_\_\_\_  
(To be completed by ExxonMobil)

**Part A** - List ExxonMobil employee/retiree/spouse/children team volunteers and personnel numbers.\*  
(Please type or print and use another sheet of paper if necessary.)

Team Contact Name \_\_\_\_\_ Personnel Number \_\_\_\_\_  
 Employee  Retiree  
 Surviving spouse  Director

E-mail Address \_\_\_\_\_ Application Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

ExxonMobil Organization \_\_\_\_\_ Work Location \_\_\_\_\_  
(Example: Upstream - ExxonMobil Production Company)

\* Volunteer Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Name of Organization \_\_\_\_\_

Date(s) of Project \_\_\_\_\_ Combined Hours (20 minimum required) \_\_\_\_\_

Description of Project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this project required more than one team and will generate more than one \$500 Team Grant, prior approval MUST be obtained from Public Affairs. Attach pre-notification form with Public Affairs endorsement (for contacts, check [www.easymatch.com/exxonmobil](http://www.easymatch.com/exxonmobil)). Use attachment to list all Team Members (include Volunteer Name, Personnel Number, and hours each individual volunteer served).

**CERTIFICATION BY THE VOLUNTEER** I certify that at the time of this volunteer work I qualify as an eligible employee, retiree, surviving spouse, or director. I also certify that this volunteer work meets all of the conditions stated in the attached guidelines, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept any direct benefit of more than nominal monetary value in return for or as a result of this volunteer work or the grant provided by the Foundation.

Team Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If volunteer is a spouse/child, enter the personnel number of the employee/retiree

**Part B** - To be completed by the recipient organization. (Please type or print)

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Website Address \_\_\_\_\_

Organization's Nine (9) Digit Employer I.D. No. [Attach copy of 501(c)(3)] \_\_\_\_\_

Brief Description of Organization's Purpose (Attach brochure if available) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above volunteer services have been received and that the grant will be used to support the primary objectives of this organization which is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, or an instrumentality of a state or local government under IRC Section 170(c)(1).

Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_