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 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;
Volunteer activities for organizations where the volunteer or anyone
501(c)(3) of the Internal Revenue Service Code or an instrumentality
ing organizations such as PTA;

preservation of endangered species and habitats; and

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 support-
ing 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, frater-
nities, 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, gar-
den 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 con-
tribute 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-
es 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 sup-
port academics and meet the definition of charitable for VIP purposes.
Volunteer efforts supporting extracurricular activities (including con-
cessions, 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 extracur-
rricular 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 organi-
zation; and ExxonMobil volunteers are only assisting with the work
necessary to put on the fundraising project, such as staffing of a reg-
istration 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 partici-
pant 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 dead-
lines 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.

Electronic applications are available at:

www.easymatch.com/exxonmobil
Individual Grant Application  
2007 Volunteer Involvement Program

ExxonMobil Foundation

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)

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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 _________________________________

COMPANY USE ONLY

999/0274B
January 2007
Team Grant Application
2007 Volunteer Involvement Program

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 ____________________________

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 ____________________________

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
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 __________________

999-0274-1B
January 2007