

## **Volunteer Gifts**

The Scripps Howard Foundation makes volunteer gifts to organizations in which a Scripps employee or retiree is an active volunteer or board member.

### **Which organizations are eligible?**

- Educational organizations and nonprofits that qualify as IRS 501(c)3 organizations are eligible.
- Religious organizations for secular community service programs serving people of all faiths. For example, a church's food pantry serving everyone in the community or a mosque supporting adoptions of children from overseas would be eligible if the services are open to people of all faiths.

### **Are there organizations the Foundation will not fund?**

Gifts cannot be made to:

- Scripps business units;
- Private foundations or organizations that make grants to other organizations as a significant part of their mission (e.g. United Way)
- Organizations that provide a service to other company employees, or that represent a conflict of interest for The E.W. Scripps Company;
- Organizations that discriminate based on race, color, religion, sex, national origin, age or disability;
- Religious organizations, such as churches, synagogues or mosques, unless the funding is for secular initiatives (e.g., to fund a food pantry that is open people of all faiths).

### **I have been a Scripps employee for six weeks. Am I eligible to apply?**

Yes. You are eligible on the 1<sup>st</sup> of the month following your hire date as long as you have volunteered for the recipient organization on a regular basis for a minimum of six months.

### **I am a board member for a nonprofit organization that is raising funds to build a new facility. Is this eligible for a Volunteer Gift?**

No, capital campaigns are not eligible. However, if there is a need to furnish or provide finishing touches, once the construction has been completed, those expenses could be eligible.

### **Is there a minimum amount of volunteer time or level of involvement to qualify for a volunteer gift?**

Employees must volunteer for the organization on a regular basis for a minimum of six months to qualify for the program.

### **Is the Volunteer Gift check mailed directly to the organization?**

No. If your application is approved, we will mail it directly to you and request that you present the check to the organization. We ask that you have a photo taken of the check presentation and share it on social media with the hashtag #SHFoundation.

### **I volunteer for a food pantry. If I apply for \$1,250 and the Foundation gives money to the organization during the first half of the year, can I apply again for funds for the food pantry in the second half of the year?**

Yes, the Scripps Howard Foundation will fund the same organization multiple times within the year.

### **When can I expect to hear if my Volunteer Gift application has been approved?**

Volunteer gift applications are typically processed within eight weeks from submission.