

Volunteers In Action Application

The information provided in this application will be the basis upon which the review committee will make its decision. Please be specific.

NAME

DEPARTMENT OR MAILING ADDRESS

MIP

EXTENSION

TELEPHONE NUMBER

NAME OF COMMUNITY ORGANIZATION

ADDRESS

ORGANIZATION CONTACT

TELEPHONE NUMBER

Describe the volunteer activities that you perform.
(You are encouraged to include newspaper or newsletter references, copies of citations, etc.)

Estimate the amount of unpaid personal time devoted to the organization.

How have these activities helped to improve the organization?

How long have you been involved or associated with the organization? (Please list dates)

What do you see as the organization's greatest needs?

Upon completion, tear at perforation, fold and send to:

**Volunteers In Action
Community Relations
Ronn Johnson
F215**

COR3547 1106
C:41450

MASSMUTUAL FINANCIAL GROUP

Volunteers In Action Awards Program

Working to Build a
Better Community



 **MassMutual**
FINANCIAL GROUP®

INVEST
INSURE
RETIRE

You can't predict. You can prepare.®

Time and Talent

MassMutual and its current and retired employees, through a variety of contributions and volunteer efforts, work to help build a better community.

Volunteers In Action (VIA) Program grants are intended to broaden the base of MassMutual's philanthropic efforts and at the same time, encourage and recognize MassMutual employees who give their personal time and effort to their community.

Eligible Participants

All full-time employees (non-temporary), at both the Springfield and Enfield campuses, with at least one year of continuous service and all retired employees are eligible to participate in the program. The following criteria must be met:

- The employee's involvement with the nonprofit agency must be current and ongoing. A "current" relationship is one in which the activity has taken place within the last 12 months.
- The nonprofit agency must verify the employee's level of involvement. That involvement must have occurred over the prior 12-month period.
- The mission and scope of the agency must meet MassMutual's eligibility guidelines for charitable giving.

Eligibility Guidelines

Only certain qualified non-profit agencies and educational institutions with tax-exempt status granted under Internal Revenue Code Section 501(c)(3) are eligible to receive program funds. Social welfare, mental and physical health, cultural enrichment and educational organizations are examples of the types of organizations that may qualify for this status.

Types of non-qualified applicants:

- Religious organizations
- Political organizations
- Individuals
- Organizations that promote a hobby or athletics
- Organizations that are primarily of benefit to an individual employee or the employee's family
- Fraternal societies, labor organizations and veteran groups

Application & Selection Process

A VIA application must be completed by the volunteer and submitted to Community Relations.

A committee representing both campuses reviews all applications for grants and makes recommendations for awards. Grants of \$750 are awarded in the name of the volunteer to the selected organization. At the end of the year, a "Volunteer of the Year" is chosen from the winners. An additional \$2,000 will be awarded in that individual's name to the agency where he or she volunteers.

Employees affiliated with more than one agency may apply for grants for each agency. More than one employee may apply for a grant to the same agency, but no single agency may receive more than two grants of \$750 each during a single calendar year. Employees receiving VIA grants must wait one year before applying for another grant for the same agency.

Administration

MassMutual administers the VIA Program and reserves the right to amend or cancel it at any time without notice and to decide any question of interpretation.

Specific questions should be directed to:

**Volunteers In Action
Community Relations
Ronn Johnson
F215
Phone: Ext. 43417**