

# VISIONEERING STUDIOS MISSION TRIP AND NON-PROFIT ORGANIZATION EMPLOYEE SPONSORSHIP PROGRAM

In an effort to support non-profit organizations in our communities and around the world, Visioneering is implementing a Mission Trip and Non-Profit Organization Employee Sponsorship Program. The company recognizes that there are many opportunities throughout the year where employees can use their time, treasure and talent to support organizations that are important to them. Visioneering would like to encourage and support employees in these endeavors by offering time (1 day paid) or treasure (up to \$250 annually to support non-profit organizations). Supplying the talent is up to you!

## PROGRAM OVERVIEW

This program is available to all non-temporary employees who have completed at least 90 days of employment, and work 20 or more hours per week. Employees may take either a day off with pay, or obtain monetary sponsorship up to \$250 per calendar year. This program can be used only once per calendar year, and it is use it or lose it, there will be no rollover benefit to the next year. The organizational mission of the benefitting non-profit must be in alignment with Visioneering's company culture, values and code of conduct. Approval of the request is at the discretion of management.

### TIME:

Employees may take one day off with pay if they are actively participating in a philanthropic effort being held by a 501(c)(3) non-profit organization. Examples of this would be helping to build a house with Habitat for Humanity, working in your church's food pantry, etc. The employee must submit their request for paid time off in writing and obtain management approval prior to committing to the day off.

### TREASURE:

Employees may apply for company sponsorship of up to \$250 per calendar year if they are actively participating in a program or event held by a qualifying non-profit organization. Examples would be assistance in funding a church mission trip, sponsorship for entry fees to a walk/run to support a charity, etc. To be eligible for this program, the employee will be required to submit the non-profit organization's Tax ID Number (TIN). The company will issue payment directly to the organization on behalf of the employee in order to receive a tax credit.

Employees should apply for sponsorship no less than three weeks prior to when the money is due to the organization to allow time for payment to be issued. Application forms for this program can be found on the Intranet under People Services Forms and Documents.

## EMPLOYEE SPONSORSHIP PROGRAM APPLICATION FORM

Complete this application form if you are requesting either a Time or Treasure Sponsorship from Visioneering. Once complete, please submit the application form to your manager for approval. Approval is at the sole discretion of management. Please refer to the policy in the Employee Handbook.

Application Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Position: \_\_\_\_\_

Manager's Name: \_\_\_\_\_ Employee Hire Date: \_\_\_\_\_

Is This a Time or Treasure (\$) Request?  Time (1 Day Off) Date: \_\_\_\_\_  Treasure (Up To \$250)

Name of the Non-Profit You Are Supporting: \_\_\_\_\_

Address of the Organization: \_\_\_\_\_ Organization's Website: \_\_\_\_\_

For a Time request (paid day off), describe in detail the activities you will be doing to support the organization:

For a Treasure request (\$), describe in detail the project or event you are requesting sponsorship for:

Who Should the Check Be Made Out To: \_\_\_\_\_ In What Amount: \$ \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Submitted to Accounting: \_\_\_\_\_ Accounting Processing Date: \_\_\_\_\_