

**DOLLARS FOR DOERS PROGRAM
TRACKING FORM AND GRANT APPLICATION**



INSTRUCTIONS:

1. Refer to the *Dollars for Doers* Program Guidelines shown on page 2.
2. Complete the entire form (including Parts 1, 2 and 3). Be sure to answer all questions and check the appropriate boxes where noted.
3. Make a copy of the completed form (for your records) and send completed from to:
***Dollars for Doers* Program Coordinator, Upper Peninsula Power Company, 1002 Harbor Hills Drive, Marquette, MI 49855**
4. Return the form no later than December 31.
5. Once the form has been reviewed and approved, a check will be issued in the first quarter of the following year to the organization listed in Part 3.

PART 1 - VOLUNTEER INFORMATION

Volunteer Name		Employee Type <input type="checkbox"/> Regular <input type="checkbox"/> Retiree		Employee No.	
Email Address	Home Address	City	State	Zip Code	

Part 2-HOURS VOLUNTEERED

Month	Names(s) of Organization(s)	Total No. of Hrs. per Month
January		0.0
February		0.0
March		0.0
April		0.0
May		0.0
June		0.0
July		0.0
August		0.0
September		0.0
October		0.0
November		0.0
December		0.0
TOTAL HOURS		0.0

Grants are awarded, based on a participant's eligible volunteer service through December 31. Please check the box that corresponds with the "Total Hours" and complete Part 3.

- | | |
|---|---|
| <input type="checkbox"/> 20 to 25 volunteer hours: \$100 grant to any one eligible organization | <input type="checkbox"/> 26 to 35 volunteer hours: \$200 grant to any one eligible organization |
| <input type="checkbox"/> 36 to 50 volunteer hours: \$300 grant to any one eligible organization | <input type="checkbox"/> 50+ volunteer hours: \$300 grant to any one eligible organization |

I certify that the above information is correct and that I have volunteered for the named organization(s) during the period stated. I will receive no material benefits from this volunteer grant. I further certify that I have read and understand the program guidelines

Volunteer Signature

Date

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Part 3 – ORGANIZATION INFORMATION

My volunteer service detailed in Part 2 qualifies for a grant totaling (check one):

- \$100 \$200 \$300

I understand that only 501(c)(3) tax-exempt organizations are eligible to receive this grant. It is my intent that my volunteer grant be given to the following tax-exempt organization.

Name of Organization

Address

City

State

Zip

Organization Contact

Contact Phone Number

DOLLARS FOR DOERS PROGRAM GUIDELINES

HOW TO PARTICIPATE

All employees and retirees of Upper Peninsula Power Company are eligible to participate. Volunteer and keep track of your time between January 1 and December 31 each year. Then, simply complete, sign and submit the Volunteer Program Tracking Form and Grant Application to the program coordinator by December 31. Time volunteering with a non-profit organization outside a 501c3 agency will count, as long as the organization is located in areas served by UPPCO. Volunteerism for political or evangelical causes does not. Be sure that the organization you wish to receive your grant is an "eligible organization" (as noted below).

ELIGIBLE ORGANIZATIONS

If you volunteer for organizations in the categories below, they may be eligible for *Dollars for Doers* funds. *Eligible organizations for funds are only those that operate in the UPPCO service area.* They must also be tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

- Arts and culture
- Community and neighborhood development
- Human services and health
- Environment
- Education

INELIGIBLE ORGANIZATIONS

- Civic groups, including fraternal, social or union
- Religious or political organizations
- Organizations whose philosophy and mission conflict with company positions
- Educational institutions (schools, universities) without 501(c)(3) status

QUESTIONS?

Contact the *Dollars for Doers* Program coordinator at (906) 232-1403 or by e-mail at: kkern@uppc.com. This program is funded by Upper Peninsula Power Company. UPPCO reserves the right to amend, suspend or terminate the *Dollars for Doers* program at any time without prior notice.