

3Mgives Volunteer Match

To thank you for sharing your time and expertise with your community, your volunteer hours will be matched. 3Mgives Volunteer Match provides \$250 grants to schools and eligible nonprofit organizations where 3M employees serve a minimum 20 hours and 3M alumni serve 25 hours in a calendar year.

Step 1 – Register your time

- After completing 20 hours (employee) or 25 hours (alumni) or more of volunteer service, log onto <http://www.3Mgives.com>. Click on “Employee/Retiree,” then click either “employee” or “retiree” login:

- Single Sign-On is available for employees
- Retirees – If you have participated in Volunteer Match, sign in with your 8-digit employee# (01_____) and the password you assigned. If you are a ‘First Time User’ click on ‘Create your password’ and fill out the registration information (If you do not have an email address, use ‘tempmg@mmm.com’ and click ‘Save’)



If you participated in Volunteer Match in the past, your Volunteer Match history will appear. You may select an organization from your list. Click on “Create New” or search for another organization by putting in the name of the organization and the State and click “Search.” If your organization is available, click on “Select.” If your organization’s name does not appear or you aren’t able to select it, click on “Nominate” and fill out the required fields. Your nomination will be reviewed against program guidelines by 3Mgives Staff, and you will be notified of the outcome through email.

Step 2 – Send Volunteer Match Coupon to organization

- Once you have filled out your volunteer time, click “Submit.” You will receive a message that says, “You are not finished, please print.” You have two options:

- 1) You can print coupon and US mail to the organization.
 - or 2) You can highlight the coupon and copy/paste it into an email to your organization.
- On your Volunteer Match coupon are detailed instructions for your organization to go on-line and verify your hours. The organization MUST verify your hours in order for 3M to match them.
 - Ensure your organization receives the coupon information.

Step 3 – Organization verifies hours on-line

- The organization will go to www.3Mgives.com to verify your volunteer hours.
- Hours must be registered and verified on-line by February 28th of the year following your volunteerism
- Matches are paid in April and November.

Thank you!

Who Can Participate?

- Regular full-time and regular part-time U.S. employees of 3M and its domestic subsidiaries who are on the payroll at the time of the volunteer service.
- U.S. retirees, pre-retirement or deferred retirement leave employees of 3M and its domestic subsidiaries.

What Organizations Are Eligible?

- U.S. public or private schools
- U.S. non-profit organizations certified for tax-exempt status under the Internal Revenue Service code 501(c)(3)

Organizations/Activities Not Eligible

- Advocacy
- Athletic, social or recreational associations
- Employee organizations (3M Club, advisory committees)
- For religious purposes (churches ineligible; church schools eligible)
- Fraternal
- Individual scouting troops (councils eligible)
- International
- Municipalities (service in an elected position)
- Organizations conflicting with corporate policy
- Political
- Private foundations
- School activities without an academic purpose
- Trade, labor
- 3Mgives Campaign in partnership with United Way coordination
- 3M Foundation is neutral and does not fund organizations that support pro-life or pro-choice issues
- Grants are not made to churches/synagogues or for religious purposes, but if an affiliated institution has a separate 501(c)(3) status, such as a school or food shelf, a grant is possible

Administrative Conditions

- More than one employee/alumni may apply for the same organization.
- The 3M Foundation will match verified hours at two times during the year (April and November). The check will be sent directly to the non-profit.
- **Hours must be registered online by the volunteer and verified online by the organization by February 28 of the year following the volunteer service.**
- Grant must go into the organization's general fund, and not benefit an individual, i.e., tuition or student participation account, memberships, personal pledge obligations.
- Grants go to the schools (public or private) where tutors, 3M Science Encouragement Programs, Junior Achievement, Mathcounts, or other education volunteers serve. School grants should be used for non-religious, academic purposes.
- You may not receive goods, services or benefits in return for your own volunteer services or the 3M donation.
- The 3Mgives may modify, suspend or terminate the program at any time. 3Mgives interprets program guidelines and administers the program under policies and procedures established by the 3M Foundation Board.