

VOLUNTEER SERVICE GRANTS GUIDELINES

The Volunteer Service Grant program was established to encourage and support employee volunteer efforts in the community. Volunteering is an important part of ONEOK's culture and a valuable resource for charitable organizations. We are proud that our employees generously share their time and talents to benefit the community.

QUALIFYING PARTICIPANTS:

- ❑ Full-time or retired ONEOK employees

QUALIFYING ORGANIZATIONS:

- ❑ Recipient organization of volunteer service grant(s) must be one that an employee or retiree has recorded volunteer hours for during the calendar year.
- ❑ Charitable organizations in ONEOK operating areas.
- ❑ Institutions of higher education located within the United States.
- ❑ Must either be recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable or educational or organized efforts of a charitable nature (if not a 501(c)(3), please confer with community investments staff about eligibility).

QUALIFYING VOLUNTEER HOURS:

- ❑ Volunteers With Energy (VWE) hours, company-sponsored projects
- ❑ Independent Volunteer Activity (IVA) hours (employees volunteering on their personal time)

**Independent Volunteer hours are subject to verification on a random basis, and the organization may be required to complete a letter of verification for auditing purposes.*

QUALIFYING VOLUNTEER GRANT THRESHOLDS:

Volunteer hours can be redeemed for a total grant of \$500 in a calendar year to one or more charitable organizations.

20 hours = \$250 grant which can be redeemed twice for a total of \$500 to the same and/or different charitable organization

40 hours = \$500 grant which can be redeemed once

VOLUNTEER GRANT PROCESS:

Employees are encouraged to record their volunteer hours regularly in AngelPoints so they will be notified when they have reached the set thresholds to qualify for a volunteer service grant.

When recording volunteer hours, employees can find a particular organization based on the keyword search. The database is populated by the IRS with nonprofit organizations so if an employee can't find the organization for which they want to record hours, they can contact community investments at communityinvestments@oneok.com to add it as an option.

Deadline to request the grant is January 31, following the calendar year of volunteer service.

VOLUNTEER HOURS NOT ELIGIBLE:

- ❑ Volunteer hours that provide the employee, retiree or any member of their family any direct benefits or privileges (such as membership dues, tickets to events, raffle tickets or subscription fees).
- ❑ Volunteer hours for church service, church-related activities or religious groups, however, volunteer hours worked as a charitable nature in a church food pantry or care center will be reviewed on a case-by-case basis.

Volunteer hours logged by the employee and Volunteer Service Grant recipient information are confidential and will not be recorded in the employee's ERP record.