



chevron humankind

FAQs

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Chevron Humankind

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1. Who can participate in Chevron Humankind?

All Chevron U.S.-paid employees, former employees who retired having met eligibility requirements from Chevron Corporation, a Chevron Corporation acquired company, and/or a Chevron affiliated company, and current and retired members of the board of directors of Chevron Corporation.

Spouses and surviving spouses of employees and retirees are not eligible to participate.

2. How does Chevron Humankind work?

Employees and retirees can match personal financial contributions made to eligible nonprofits, sign-up for volunteer projects and request grants for volunteer time. Each year, employees can match up to \$10,000 and retirees \$3,000. For every 20 hours of volunteer time served at a single nonprofit, an employee or retiree may apply for a \$500 grant. A volunteer may obtain up to two grants per year.

3. What nonprofit organizations are supported by Chevron Humankind?

Chevron Humankind supports nonprofit organizations and members of nonprofit groups that are recognized by the U.S. Internal Revenue Service both as tax-exempt under Section 501(c)(3) of the Internal Revenue Code (IRC) and as public charities. Chevron Humankind requires organizations to be listed in the I.R.S. Publication 78 (of charitable organizations in good standing). You may search the IRS database to verify your organization's eligibility here: [IRS - Tax Exempt Organization Search](#).

Chevron Humankind also supports **governmental entities** such as public libraries, publicly owned and operated museums, municipal zoos, public schools, state colleges and universities, and community colleges.

Chevron will consider matching gifts to programs operated by **faith-based organizations** if the programs (a) are open to all individuals in the community regardless of religious belief; (b) serve a secular purpose, such as a food pantry or a homeless shelter; and (c) do not require participants to join in religious worship as a condition of receiving the services that the nonprofit offers. **Match requests to religious or faith-based organizations must include a designation.**

4. How does the Chevron nondiscrimination policy affect match contributions?

To receive a match, nonprofits must abide by Chevron Humankind guidelines and are required to acknowledge that they do not discriminate against any person or group based on race, religion, color, national origin, age, sex, gender identity, disability, status as a disabled veteran, political preference, sexual orientation, membership or non-membership in any lawful organization, or other basis prohibited by local laws or regulations.

5. Is there a minimum contribution I need to make in order to obtain a match?

- A one-time contribution made directly to a nonprofit must be \$20.
- A one-time payroll contribution must be \$20 and a recurring payroll contribution must be \$10 per pay period.

6. What is an acceptable donation receipt for offline match request?

A financial contribution made by an employee or retiree to an eligible nonprofit must be in the form of cash, personal check, payroll deduction, credit card charge or marketable security. All donation receipts must contain the first and last name of the employee or retiree. Acceptable receipts include:

- A confirmation letter from the nonprofit with the non-profit name, contribution date and tax-deductible amount.
- A securities contribution letter that indicates the full ownership rights have been transferred to the nonprofit. The letter must include the date of the contribution and a reliable market quotation that determines the value. Securities are matched by averaging the high and low stock prices on the date of contribution.
- The front and back of a cancelled check showing the employee or retiree's first and last name in the payer section.
- A copy of an employee or retiree's statement from a financial institution showing the contribution transaction has been completed.
- Private family foundations and Donor Advised Funds must be directly funded by the employee, retiree or director only, and the Fund must maintain a separate account segregating the contributions of the donor. Contributions made by a qualified family foundation or Donor Advised Fund must be directed by the donor and made on his or her behalf.

7. Will Chevron Humankind match the money I collect from other people for a charitable cause?

No. A financial contribution must be the personal funds of an employee or retiree.

8. What if a nonprofit is put on hold or an employee or retiree contribution is not cashed by the nonprofit?

If Chevron is unable to deliver funds as directed, in the case of a nonprofit hold or the nonprofit fails to cash a donation check within 120 days of the check issued date, the payroll or credit card contribution will be voided and any recurring employee payroll deductions to the organization will be stopped.

The employee or retiree will be notified via email should this occur, and the employee or retiree will have the option to redirect funds to a new eligible nonprofit organization. If the employee or retiree fails to provide redirect information, Chevron will donate the outstanding funds to Chevron's nonprofit partner of choice, Project Lead the Way. Employee and retiree refunds will not be issued.

9. Can I volunteer during regular work hours?

Employees need their supervisor's approval to volunteer during work hours.

10. Can contractors volunteer in Chevron-organized projects?

Contractors do not have access to Chevron Humankind but are welcome to participate in Chevron organized projects with their supervisors' approval. Contractors should email their local [Chevron Humankind](#) contact to get sign-up for a company coordinated volunteer project.

11. What qualifies as volunteer time for a volunteer match grant?

- Time an employee or retiree volunteers at an eligible nonprofit, including personal and company-sponsored activities.
- You must volunteer at least 20 hours at a single nonprofit to be eligible for a volunteer grant.
- Volunteer hours must be verifiable by the nonprofit.
- Volunteer hours can include time spent in training that is conducted by the nonprofit.
- Time spent on personal preparation or commuting are not considered volunteer time.

12. What is the deadline for requesting a match?

You have until January 31 of the following year to submit a match request. No match requests or resubmitted requests will be accepted after January 31.

Note: If you wait until December 31 to contribute to a nonprofit the nonprofit is likely to record the contribution in the next fiscal year.

13. If I have additional questions who should I contact?

For additional questions email Chevron-Support@yourcause.com and a member of the Customer Advocate Team will respond as soon as possible. You can also call Toll Free: (866) 751-6031, Monday through Friday from 7:00 am – 7:00 pm central time.