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Community home page

Community home
You can always access the home page by clicking on the “Community” link on the top of the page near the Chevron logo.

Featured programs
• Volunteer Events: Search for Chevron team volunteer opportunities.
• Give and Match: Make a donation or request a match.
• Resources and Support: Find helpful user guides and contact information.
• Human Energy in Action: Read about how employees and retirees contribute to their communities.
• STEM: Learn about STEM partnerships and programs.
• Sustainable Development Goals: Learn about the Global Goals.
To access “Search for an Organization,” you have three options:

1. Click on the “Give” tab on the top of the page.
2. Click on the magnifying glass on the top right hand corner of the page under your name.
3. Click on the blue button that says “Log a Donation.”

From the charity search page you can select your charity by:

- Choosing it from your list of favorite charities
- Choosing it from popular charities
- Searching for a new charity by entering the organization name or EIN
  - Click on “View Profile” to access the organization’s page
Make a donation

1. Select “Make a New Donation.”
2. Next, choose how you want to give:
   • Credit card
   • One time payroll (employees only)
   • Recurring Payroll (employees only)
Make a credit card donation

1. Select “Credit Card” and indicate the amount you want to give.
2. Add a designation (optional).
3. Click on “Add to My Cart.”
4. Click “Explore More” to make more donations or “Checkout Now.”
5. Select “Apply Match and Checkout.”
6. Complete the match eligibility questions and click “Next Step.”
7. Read the “Affirmation Statement” and click on “I have read and agree.”
8. Under the “Eligible Match Amount” select “Apply.”
9. Select the “Next Step” box.
10. Complete the “Privacy and Additional Information” page and select “Next Step.”
11. Click “Confirm and Finish.”
Set up a payroll deduction

1. Click on “Give” on the top of the page.
2. Choose from your list of favorites charities or search for a new organization and then click on “View Profile.”
3. On the charity’s page, click on “Make a New Donation.”
4. Next, choose “One Time Payroll” or “Recurring Payroll.”
5. Enter the amount you would like deducted per paycheck.
6. Add a designation to include with your donation to the organization (a secular designation is required if your organization is religious).
7. Click “Add to My Cart.” You can choose to “Checkout Now” or you can click “Explore More” to add another donation.

One time payroll will only be deducted from one paycheck within the next 1-2 pay cycles. Recurring payroll will continue indefinitely until you cancel it.
Set up a payroll deduction

8. If the organization is eligible for a match you will be prompted to “Apply Match and Check Out.”
9. After completing the match eligibility questions click “Next Step.”
10. Read the “Affirmation Statement” and click on “I have read and agree.”
12. Select the “Next Step” box.
13. Complete the fields on the “Privacy and Additional Information” page. Select “Next Step.”
14. Review your donation details and click “Confirm and Finish.”
Edit or cancel a payroll deduction

To edit or cancel a Payroll Deduction, you must access your My Giving Page.

1. Click on the “Give” tab, then the “My Giving” tab, and then click on “Donation Activity.” You can also click on the “View My Giving” link on the community page.

2. Find the deduction you would like to edit in the Scheduled section.

3. Click on the blue arrow dropdown and click on “Edit.”

4. Click on “Edit Donation Details,” “Edit Match Details” or “Cancel Donation.”
Edit or cancel a payroll deduction

To edit a donation or match, or cancel a donation, follow these steps:

• **Edit Donation Details:**
  – Make edits on the Donation Details page
  – Select “Confirm Donation”

• **Edit Match Details**
  – Under “Amount to Apply,” select how much you want to apply toward a match.
  – Select “Confirm Match”

• **Cancel Donation**
  – Select “Yes” to cancel your donation or “Cancel” if you decide to maintain your donation.
Request an offline matching grant

For a donation made directly to the charity

1. Click on the “Give and Match” box on the community home page.
2. Read the tips in the “Things to Remember About Matching” box.
3. Next, click on “Find Your Charity.”
4. Choose from your list of favorites or search for a new organization.
5. Click on “Log an Offline Donation” on the charity’s page.
6. Enter your original donation amount, the date you donated, the type of donation, the designation (secular designation is required for religious organizations) and upload your receipt. Your receipt must include your name, the date you donated, amount and charity name. The minimum donation to request a match is $20.00.
7. Click on “Add to My Cart” and then “Explore More” to add more match requests or “Checkout Now.”

When you make a credit card donation or set up a payroll deduction through Chevron Humankind, you will be automatically prompted to apply for a match if the organization is eligible and your donation is at least $20.00.
Request an offline matching grant

9. Complete the “Match and Eligibility Questions” and click “Next Step.”
10. Read the “Affirmation Statement” and click on “I have read and agree.”
11. Under where the eligible match amount is listed, select the “Apply for (amount)” button.
12. Click “Next Step.”
13. Select your Privacy Information.
14. Click “Next Step.”
15. Review your offline match request details and click “Confirm and Finish.”

All match requests must be reviewed by Chevron. You will receive an email within 15-30 days once your match request has been reviewed.
Resubmit an offline matching grant

For a donation made directly to the charity

1. Click on the “Give” option at the top of the page, then click on “My Giving.”

2. In the “Donated YTD” section, find the resubmission match request by looking for the charity’s name and the blue “Resubmit” link.

3. Click on the “Resubmit” link to see the reason why you were asked to resubmit your match request. You may need to upload a valid receipt or add a designation to a religious charity match request.

4. Next click on the blue dropdown to the right of the “Resubmit” link and select “Edit.”

If your match request needs to be resubmitted you will receive an email asking you to resubmit your match request.
5. To edit the date or designation, or add a receipt, click on “Edit Donation Details.” To only edit the match amount, click on “Edit Match Details.”

6. Add a valid receipt that includes your name, the date you donated, amount, and charity name, or add a designation or edit the match amount.

7. Read the “Match Information” and select “I have reviewed and agree.”

8. Complete the matching questionnaire and then click “Submit.” Your match must now be reviewed by the Chevron Humankind team.
My Giving

You can access your current year donation activity, pending match requests and past year donation history in two ways:

• Click on the “Give” tab and then click on “My Giving”

or

• Click on the “View My Giving” link on the homepage in the “Charities Reached” box.

Employees have a $10,000 yearly cap and retirees have a $3,000 yearly cap. Volunteer grants are included into the yearly cap.
My Giving

Donation activity
• The “Scheduled” section displays previously scheduled payroll deductions.
• The “Donated YTD” section displays all current year credit card contributions and offline matches. It does not include volunteer grants.

Match programs
• The “Match Programs” section displays pending match requests and shows the amount left you have in your match cap.

Donation history
• “Donation History” displays donations from past years.
• Export your donation summary in the “Donated YTD” and “Donation History” sections.
Log new hours

You can log volunteer hours in two ways:

1. Click on the blue button that says “Log Hours” on the homepage next to the number of hours you have logged year to date.

2. Click on the “Volunteer” link at the top of the page and then click on “Log Hours” on the blue navigation bar.
Log new hours

To log new hours, follow these steps:

1. Enter the number of hours you have volunteered in “My Hours.”
2. Enter the “Event Name.”
3. Select a “Participation Date.”
4. Check “Event Repeats” if the event is recurring.
5. Enter the event street address, country, state/region, county, city and zip code.
6. Click “Select an Organization.” Select the organization from your “Favorites” or search by name or EIN.
7. Click “Done.”
Apply for a volunteer grant

Volunteer grant requirements
• 20 volunteer hours to a single organization.
• Maximum of two, $500.00 volunteer grants per year (maximum of $1,000 annually).

Verify your eligibility
• Upon meeting the minimum requirements, you will get a pop up box allowing you to apply for a volunteer grant.
• Alternatively, click on the “Volunteer” tab at the top of the page to see if you are eligible.
• If you meet all of the minimum requirements, you will see a light blue box on the “My Volunteering” page with the name of the organization(s) you are eligible to apply for.

Volunteer grants are included in your yearly matching cap
Apply for a volunteer grant

Steps to apply

1. Click “Apply Now” on the My Volunteering page.
2. Complete the questionnaire. You will need to add a contact name and email for the organization.
3. Click “Next.”
4. Review the grant details and add a designation (a designation is required for grants to religious organizations).
Apply for a volunteer grant

5. Select your hours. It’s best to only select the minimum number of hours (20 hours) in case you would like to apply for a second volunteer grant to the same organization.

6. Click “Submit.”

7. Your volunteer grant application must be reviewed by the Chevron Humankind team. You will receive an email letting you know if your grant has been approved.
My volunteer grants

View your volunteer grant history

• To access your “My Volunteer Grants” page, click on the “Volunteer” link at the top of the page and then click on “My Volunteer Grants.”

• My Volunteer Grants is where you can view all of your volunteer grants. You can view the status of any volunteer grants pending approval as well as any past volunteer grants. To view past volunteer grants, click on the year drop down to select past years.

• You can also search for volunteer grants by charity name.

Volunteer grant history is not displayed in My Giving, you can only view volunteer grant history in My Volunteer Grants.
Search for a volunteer event

You can access the volunteer events search in two ways:

1. Click on the “Volunteer Events” box within the “Featured” section on the home page.
2. Click on the “Volunteer” link and then click on “Explore Events” on the blue navigation bar.
Search for a volunteer event

To begin your search for volunteer events:

• **Event name:** Enter keywords into the first field with the magnifying glass.

• **Location:** The location filter defaults to your work (employees) or home (retirees) zip code. You can choose the radius to search within by clicking on the “Select Radius” dropdown.
  – To find volunteer opportunities in other locations, click the location filter and change to “All Locations” or “Specify Location.”

• **Date:** To specify a custom date range, click on “Upcoming” in the “Event Dates” dropdown.

• **Type:** Search Virtual Events or Ongoing Events.*

• **Availability:** To search for events that need participants, click on the “Still Need Volunteers” check box.

*Virtual Events are events without a physical location. Ongoing Events are events listed without an end date.
Sign up for an event

To sign up for a volunteer event:

• Select the event from the “Volunteer Events” search.

• The event page will display:
  – Event details
  – Event coordinator contact information
  – Event link
  – Number of participants who have signed up

• If space is available, click on “Sign Up.”

• If the event is full, you can be placed on a wait list by selecting the “Wait List” button.
Sign up for an event

After clicking on “Sign Up,” you can:

1. Choose the date you want to volunteer.
2. Select how many hours you plan on participating.
3. Select a shift (if available).
   • If the event doesn’t offer shifts, you need to participate for the event’s full duration.
4. Choose your t-shirt size (if available).
5. Click “Continue to Next Step.”
6. Review the details, then click “Got it Sign Me Up.”
Sign up for an event

Once you see the “Registration Complete” screen, you can:

• Click on the “Add Friends and Family” button to sign up non-Chevron employees or retirees.
• Add the event to your Outlook calendar by clicking on the link with the date and time of the event.
• Copy and share the event URL link from “Share This Event.”
Resources and support

Chevron Humankind resources
• Visit the “Resources and Support” page on the community home page to access Chevron Humankind resources.
• Find helpful resources, including:
  – User guide
  – Chevron Humankind guidelines
  – FAQs
  – Examples of Acceptable Receipts
  – Photo Release and Liability Waiver Form

YourCause resources
• There are two ways to access YourCause “Help and Support.”
  – From the community page, click on “Resources and Support” and then select “YourCause resources.”
  – Hover over your name on the top right hand side of the page and click on “Help.”
• YourCause offers:
  – Email support: Chevron-Support@yourcause.com
  – Phone support: (866) 751-6031 7 AM – 7 PM CST Monday-Friday
  – Live chat: 7 AM – 7 PM CST Monday-Friday