chevron humankind
FAQs

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Questions

Volunteer grants

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Volunteer grants

1. How do I volunteer through Chevron Humankind?

Go to http://www.chevronhumankind.com and follow these steps:

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.

To sign up for a volunteer event:
1. Select the event from the **"Volunteer Events"** search.
2. The event page will display:
   – Event details
   – Event coordinator contact information
   – Event link
   – Number of participants who have signed up
3. If space is available, click on **"Sign Up."**
4. If the event is full, you can be placed on a wait list by selecting the **"Wait List"** button.

2. Can I volunteer during regular work hours?

For any volunteer activities that occur during normal work hours, you would need your supervisor's approval to take time off to volunteer.

3. Can contractors volunteer at Chevron-organized projects?

Yes, contractors can participate in Chevron-organized volunteer projects, however, are not eligible to request matching grants.

4. How do Volunteer Grants work?

Through Chevron Humankind, you can obtain grants for the nonprofit organizations where you volunteer. Volunteer 20 hours for a single nonprofit and request a grant for $500. You can obtain two grants of $500 per calendar year. They can be for the same or different organizations.

The maximum for Volunteer Grants is $1,000, which counts toward your individual cap on matching funds ($10,000 per employee per year and $3,000 per retiree per year).

5. What qualifies as volunteer time?

Volunteer time that qualifies for obtaining a Volunteer Grant:

- Must reflect the efforts of an individual employee or retiree and not a group of employee or retiree volunteers. Because matching is based on individual annual caps ($10,000 per employee and $3,000 per retiree in matching funds and volunteer grants combined), hours pooled from multiple sources do not qualify for obtaining a grant.
- Can accrue from personal or company-sponsored efforts.
- Must amount to at least 20 hours of service with a single nonprofit.
- Must be verifiable – that is, the nonprofit where an employee or retiree serves must be able to verify the dates and times he or she has spent volunteering there.

- Can include time spent in training that is conducted by and that can be verified by the nonprofit.
- Does not include personal preparation or commute time.

6. When do volunteer hours start to count?

Volunteer hours accrue January 1 through December 31 and do not roll over year to year.

7. What are the procedures for requesting a grant?

First, you must log your volunteer hours on the Chevron Humankind website. 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.

You can log the hours as you accrue them or when you complete 20 hours of volunteer time with a single nonprofit. Once you have entered 20 hours (or more) you will be provided with the option to request a matching grant.

Once you submit your request, we will contact your nonprofit to verify your volunteer hours. After verification, we will send the grant to your nonprofit. This post verification payment process will take six to eight weeks.

8. What is the deadline for requesting a Volunteer Grant after volunteering at an eligible nonprofit?

After you have volunteered at a single nonprofit for at least 20 hours within the calendar year, you have until January 31 of the following year to submit a grant request.

9. How many grants can I obtain in a year?

Each year, you can obtain as many as two $500 grants for a total of $1,000 per year.

10. Is there a limit to the number of Volunteer Grants that a nonprofit can receive?

No. There is no limit to the number of employees and retirees who can submit Volunteer Grants to a single nonprofit.

11. Do I have to request a grant for a specific program or event, or is a grant intended for a nonprofit's use at its discretion?

Nonprofits may use the Volunteer Grant funding at their own discretion.