



Corporate Engagement Award of Excellence 2010 Official Application Form

Instructions

Materials Needed to Complete the Application Form:

- General Company information i.e., number of employees, annual revenue and mission statement
- Employee Volunteer Program (EVP) Statistics i.e., number of participants, program structure and tracking
- Although not mandatory, reference letters from community recipients that benefit from your EVP efforts provide great perspective on goal attainment.

Supporting Documentation:

- Application forms are to provide a complete picture of your companies EVP. The role of supporting documentation is to provide example and/or further reinforce programs already explained in your application. Materials may include:
 - Marketing/press materials, brochures, videos, photographs etc.
- Support materials should not introduce new programs or aspects of your EVP program not already covered in your application.
- All support materials must be clearly labeled and presented on a CD/DVD and in a 3-ring binder. We will need for you to prepare a total of 10 Binders and 10 CD/DVD's for judging purposes. Be sure to include a copy of your application with each binder.

Selection Process:

Nominations are judged by an independent committee of leaders of trade organizations, major businesses, Academia and national nonprofit organizations committed to workplace volunteering and community involvement.

Timeline:

Open call for Applications:	Now - April 9
Deadline for completed applications:	April 9
Honorees recognized at the National Conference on Volunteering and Service:	June 27 - 30

Awards Presentation:

CEOs or presidents of all award-winning companies will have the opportunity to participate in award events to be held at the National Conference on Volunteering and Service at Radio City Music Hall on June 28th. Please be sure to hold the date on their calendars.

Before You Submit:

- Confirm that your application is complete.
- Make sure all contact information is complete and accurate.
- Please note on your application if support materials will follow by mail.

Application Delivery:

- E-mail your completed application to awards@PointsOfLight.org
- Please mail all support materials to:

Corporate Engagement Award of Excellence
Recognition Department
c/o Points of Light Institute
600 Means Street, NW
Suite 210
Atlanta, GA 30318



POINTS OF LIGHT
INSTITUTE

**Corporate Engagement Award of Excellence
2010 Official Application Form**

Deadline: April 9, 2010

For each application there is a \$50.00 processing fee. Once we receive your completed submission we will send an invoice to the company contact person listed below.

PART I: Company & Employee Volunteer Program Information

Company Name	
Company Web site URL	
Contact Person	Billing Contact
Title	
Address	
Phone	
Fax	
e-mail	
CEO Name	

Company Status

All companies that apply must be a registered corporation within the United States of America. Corporations that conduct the majority of their work outside the U.S. may apply however they are required to still be a registered corporation within the U.S. Same applies for volunteer programs that extend outside the U.S. Please check the appropriate box below.

Corporation registered and primarily based in the U.S.
City _____ State _____

Corporation registered in the U.S. and primarily based internationally
City _____ Country _____

Company Industry Type/SIC _____



Company Details

Total number of employees _____

Domestic - _____

International - _____

Total annual company revenues for 2009 fiscal year \$ _____

Employee Volunteer Program Total Annual Operating Budget (exclude professional staffing) \$ _____

Employee Volunteer Program Annual staffing budget \$ _____

How many full-time staff work on your Employee Volunteer Program? _____

Where is the EVP housed (e.g., HR, Community Relations)? _____

Name of Employee Volunteer Program (if named) _____

Number of years your EVP has been operating _____

Program Participation

Employee Participation for **company organized** volunteer activities

Percent of all employees that volunteered (% based on corp. total emp base) _____

Total hours volunteered by employees above _____

Total number of employee volunteers _____

Employee Participation for **non-company organized** activities

Percent of all employees that volunteered (% based on corp. total emp base) _____

Total hours volunteered by employees above _____

Total number of employee volunteers _____

Overall Profile - What percentage of your employees that participate in your EVP are:

Current/active **full** time _____

Current/active **part** time _____

Does your EVP allow retirees and guests (i.e., Friend and family of employee) to participate in activities? Yes No

If yes: Total number of company retirees participating in EVP activities _____

Total number of employee friends & family participating in EVP activities _____

Company Employee Incentives

1. Does your company have a formal Flex time policy around Volunteering? Yes No

If yes: What is the percentage of employees that take advantage of the program? _____

2. Does your company provide release time for volunteering? Yes No

If yes: What are the total hours provided each employee per year? _____

What percent of employees utilize release time? _____

How much release time was utilized in 2009? _____

3. Does your company have financial incentives and or grants to support employee volunteer efforts? Yes No

If yes: a. What type incentives do you offer? Please list all

b. What are the employee requirements for each program?

c. What was the total participation for each program in 2009?

Number Employees Utilizing Financial Incentives _____

Number Employees Utilizing Grants _____

d. What was the financial commitment by the corporation for each program?

For Financial Incentives \$ _____

For Grants \$ _____

Program Specifics

Please indicate whether or not the following components are included in your EVP and provide a brief description for each component that is part of your program. **(Maximum 200 words)**

1. Recognition Program

Yes No

a. Description (include only if you answered yes)

2. Group Volunteer Projects and or National/Global Days of Service

Yes No

b. Description (include only if you answered yes)

3. Individual Volunteer Opportunities (non-company sponsored)

Yes No

c. Description (include only if you answered yes)

4. Additional financial volunteers opportunities not listed above

Yes No

PART II: Principles of Excellence for Workplace Volunteering Essay Component

This part allows you to provide program detail for your EVP. This part has been broken down into three primary categories. These three areas will be carefully reviewed by the judges and will constitute the largest portion of your score.

Tips For Completing Part II

Please read each question carefully and answer all the sub-questions for each category. When possible please consider the following:

- Include qualitative data with concrete examples
- Stay focused and be succinct
- Support materials should back up what is written in the application not provide additional information.
- Your submission should provide a natural flow that will provide a complete understanding of your total program.

The essay below has a 200 word limit, and there is a 500 word limit to all questions. Supplementary materials may be included with your submission, provided each document submitted is clearly identified and associated with a specific question. Note: supplementary materials are to compliment, provide example and support answers provided to each question. They should not introduce new material.

Tell us about your Employee Volunteer Program

Each of you has taken careful time to design and implement an EVP that impacts each of your communities. We would like to hear about your program. In a brief summary please provide us with an overview of your employee volunteer program. We are looking to understand the big picture/concept, the heart and soul of your program. **(Maximum 200 words)**

Please provide us with your company's mission statement. **(Maximum 200 words)**

Catagory I - Acknowledge

The incorporation of the EVP as key contributor to the achievement of the corporation's business goals.

The Acknowledgement component refers to the values of the organizations EVP and how well it is incorporated throughout organization. The elements considered in this section explore the following areas like:

- The volunteer program being a part of the strategic commitment for the corporation's goals
- The volunteer program being supported by senior management
- The volunteer program being an integral part of your internal and external communications plan

Please answer the following questions (each question has a 500 word limit):

1. How is the EVP aligned with your business goals and objectives and how is it integrated throughout the various departments (i.e., Community Relations, External Affairs) within your organization? Is your EVP part of each employee's "Performance Evaluation"?

2. How does the company communicate the Employee Volunteer Program vision to external and internal stakeholders? Please provide examples.

3. How does senior management participate in leading the effort both from a support and participation level? Please provide the names of executives involved in the EVP and a brief explanation of their role (with the EVP). Please include percentage of executives participating in the program.

4. How does the employee volunteer program strategically support the organization? Specifically does it support individual department goals, provide team building opportunities, support employee work life balance, provide client relationship building, reinforce corporate branding, etc.

Category II - Commit

The establishment of actual tactics/vehicles that encourage manage and track your EVP.

This section allows you to show how the vision detailed in the "Acknowledge" section is manifested into a strategic plan for the day-to-day operations of your company. This includes Policies and Procedures you have put in place that:

- Motivate and incentivize your employees
- Tracking and measurement for your EVP
- Evaluation and results
- Does your volunteer program have high relevance to the employees work life culture, is it a natural fit for the company

Please answer the following questions (each question has a 500 word limit):

1. What tools, policies and procedures have been put in place to manage the EVP and encourage optimum employees' participation? Explain how these mechanisms are used and any results you can share.

2. Please list your workplace volunteer programs top three major accomplishments in the past calendar year? Please address the following points:

- a. What was the project designed to do
- b. How did it fit/meet company objectives
- c. How did you measure the success
- d. Why was it a success to you

3. How does your company gather input, feedback and/or evaluate your volunteer program and how is this information applied or utilized. If applicable please include the following areas:

- a. Audiences targeted for feedback (i.e., community partners, employees and senior management)
- b. Measurement and process: Indicate the vehicles used to capture input and or feedback and the processing of the feedback (i.e., volunteer management system, volunteer surveys, HR records, sign-in or registration records). Please indicate the frequency of data collection for each tool/instrument used by your program to monitor its success and collect feedback.
- c. How is the feedback applied to current EVP and how frequently does this happen
- d. What are your established benchmarks for measurement?

4. Given the data and feedback above, how does the company evaluate the EVP information? What are the results of your evaluation with regards to the goals established for the EVP? When answering please include the following:
- a. Program goals vs. results
 - b. Provide as much qualitative information to demonstrate success

5. How does the company communicate the EVP successes and outcomes to the employees, the community and other stakeholders with the program?

6. Does your volunteer program have a high relevance to the employee's work life culture helping to create a natural fit? Examples of this could include the incorporation of your product or service in the program or the volunteering effort could articulate the charitable expression of that company expression. Pro bono programs also are a natural fit for employees.



Category III - Target

Workplace volunteering and serious social issues in the community

The focus of this category turns outward in the Target section to the impact on the community. Standards for the Target section are identification of focus areas (preferably in line with core organizational competencies), community needs assessment and gathering community feedback for improvement. As the Principles of Excellence emphasize community, partnerships are critical to effectively target serious social problem. Excellent EVPs build nonprofit capacity, better positioning organizational partners to improve quality of life in the community.

Please answer the following questions (each question has a 500 word limit):

1. Does the company EVP strategically incorporate critical issues in the community that need addressing? If so what were the issues identified by your company, how does it fit with your charitable volunteering mission, and what impact has your EVP had on the identified issues? When answering please also include the following points.
 - a. Process to identify community needs to align with your company
 - b. Measurements tactics

2. Has your company partnered with local nonprofits, volunteer centers, Corporate Volunteer Councils or any other organizations to help address the serious social issues you have identified as part of your volunteer program? Please provide details about each partnership, the role the partner played, how volunteers were involved as well as the benefit/impact the partner had with helping you achieve your goals with your EVP program.

PART III: Submitting The Application

Submit electronically by e-mail: **awards@PointsOfLight.org**

Submit by mail: Corporate Engagement Award of Excellence
Points of Light Institute
Attention: Terri Waddell
600 Means Street, NW
Suite 210
Atlanta, GA 30318