



## VOLUNTEER SERVICE GRANTS PROGRAM GUIDELINES

The ONEOK Volunteer Service Grants Program provides grants for volunteer hours served for company-approved projects and/or independent activity on personal time. Only hours recorded and approved in ONEOK Gives Back count toward qualifying for a Volunteer Service Grant (VSG). Maximum grant amount of \$500 can be earned per donor per calendar year January 1 to December 31. All questions should be sent to [communityinvestments@oneok.com](mailto:communityinvestments@oneok.com).

### PARTICIPANT ELIGIBILITY:

Regular, full-time employee or part-time employee working at least 20 hours per week at ONEOK on the date the donation; ONEOK retirees and board of directors.

### GRANT ELIGIBILITY:

All volunteer hours served in the community, company-approved and independent, can be redeemed for a maximum grant total of \$500 in a calendar year to one or more eligible charitable organizations. Only hours recorded and approved for an organization in ONEOK Gives Back will be considered.

20 volunteer hours = \$250 grant, which can be redeemed twice; 40 hours = \$500 grant which can be redeemed once in a calendar year.

Volunteer hours will be counted collectively across donor types (employee, retiree, board of director) toward a grant, but the maximum grant total can only be met once per calendar year.

### VOLUNTEER HOURS ELIGIBILITY:

- Volunteers With Energy (VWE) hours, company-approved projects.
- Independent Volunteer Activity (IVA) hours (volunteerism on your own).  
*\*IVA hours are reviewed on a regular basis for consideration. Hours are subject to verification on a random basis, and the organization may be required to complete a letter verification for audit purposes.*

#### HOURS NOT ELIGIBLE:

- For religious purposes or supporting religious activities, commitments and/or programs (volunteer hours worked as a charitable nature in a church food pantry, clothing closet, etc. that serves the broad-based community with no religious requirements will be reviewed on a case-by-case basis).
- For entities, organizations or causes that are for profit, not deemed to be of a charitable nature, appropriate governance is not in order and/or includes a conflict of interest.
- For a cause that is fundraising for, supporting or benefitting a specific individual.

### CHARITABLE ORGANIZATION ELIGIBILITY:

- United States charitable organizations recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt organization whose purpose is charitable or educational. If an organization is not a 501(c)(3) but its efforts are of a charitable nature, it can be nominated through ONEOK Gives Back for consideration or contact Community Investments with questions.
- Charitable organization must have operations and programming that serves communities within the United States (international not eligible).
- Accredited colleges, universities and technical schools to which donations are tax deductible under the United States Internal Revenue Code.
- Accredited PreK-12 schools and school districts to which donations are tax deductible under the United States Internal Revenue Code.

### GRANT REQUEST PROCESS & PAYMENT SCHEDULE:

- Volunteer Service Grants (VSGs) must be redeemed in ONEOK Gives Back.
- VSGs can be redeemed once volunteer hours eligibility has been met.
- VSGs are paid monthly. Grants submitted by the 15<sup>th</sup> of the month will be paid the following month except for December, which will not be paid until February of the following year.
- Donations made during the current calendar year must be submitted no later than January 31 of the following year to be eligible.

### ADMINISTRATIVE CONDITIONS

- ONEOK, Inc. reserves the right to verify the eligibility of any information prior to paying a service grant.
- The interpretation, application, and administration of the Volunteer Service Grants Program will be determined by ONEOK in its sole discretion and its decisions shall be final.
- ONEOK reserves the right to amend, modify, or discontinue the Volunteer Service Grants Program, in whole or part, at any time without notice.