



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.

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 15th 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 February 15 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.