

Mingledorff's Volunteer Time Off (VTO) Form

The company volunteer time off ("VTO") Program allows eligible Full-time employees up to sixteen (16) hours of paid time off from regularly scheduled work hours each calendar year to perform volunteer services with an eligible 501(c)(3). Employees may volunteer in their area of expertise or in an area of personal interest.

For further details and guidance regarding the Workplace Giving Program (including eligibility, qualifications, and terms), please review the Company's Workplace Giving Program documentation which can be obtained via The Exchange.

Step 1: Complete Prior to Volunteer Service

Employee Name: _____

Department: _____ Employment Pay Type: Hourly* Salary
**Hourly employees should record time under the ADP Pay Code "VTO"*

Requested Volunteer Time Off:

Charitable 501(c)(3) Organization: _____

City, State: _____ Date: _____

Start – End Time: _____ 4 Hours 8 Hours

Manager Name: _____ (printed)

Manager Signature: _____ Date: _____

Step 2: Volunteer Service Confirmation

NOTE: U.S. Internal Revenue Code Section 501(c)(3) exemption form must be attached.

Charitable 501(c)(3) Organization: _____

Representative's Name: _____ (printed)

Representative's Phone or Email: _____

Representative's Signature: _____ Date: _____

Step 3: Employee returns signed form to manager.

Employees should also retain a copy for their own records. Employee or Manager enters VTO hours into ADP, if applicable (hourly employees).

Step 4: Manager sends completed form to the Human Resources Department

Scanned copies may be sent to the [HR Team](#). Employees should also retain a copy for their own records.

Thank you for helping the community by volunteering!