



Volunteer Incentive Program (VIP) Guidelines

Approved: August 1, 2019

Who is Eligible for the VIP?

Tracy family members aged 5 years and older, including direct descendants, spouses, step-children and legally adopted children of direct descendants of RT and Dorothy Tracy that became such before age 18.

What Organizations are Eligible?

VIP grant dollars can only be awarded to organizations where the Tracy family member earned qualifying volunteer hours. Eligible organizations are US based 501(c)3 public charities, including schools and churches; and government entities, if the grant is for a charitable cause such as libraries. If you're uncertain if an organization is eligible, please contact Dan Teefey (dan.teefey@tracyfoundation.org).

Does the Organization Need to Serve One of TFF's Focus Areas?

No

Does the Organization's Work Need to be Consistent with TFF's Vision, Mission and Values?

Yes

Is a School where a Tracy Family Member Attends Eligible?

No. Tracy family members cannot count volunteer hours at their or their child's school towards the VIP.

Can Volunteer Hours be Rolled over into the Following Calendar Year?

Yes. Participants can roll over volunteer hours to one following year, giving the family up to two years to volunteer and submit a request for VIP dollars.

What is the Annual Deadline for Submitting VIP grant applications?

December 1

What Volunteer Activities Qualify?

There are two types of volunteer activities that qualify for the VIP – volunteer service and nonprofit board service.

- **Volunteer Service Activities:** These are acts of service such as, but not limited to, painting a school classroom, cleaning up trash along the highway, serving food at a soup kitchen, reading books to children at the library, serving food at a charity auction, volunteering as a counselor at a youth summer camp, stocking shelves at a food pantry, etc.

Nonprofit Board Service: Tracy family members who serve on a nonprofit board (public charity only) for one full year (12 consecutive months) are eligible to request VIP dollars for that nonprofit organization. Tracy family members can request VIP dollars for multiple organizations if they serve on multiple nonprofit boards at the same time.

What Volunteer Activities do NOT Qualify?

Examples of volunteer activities that do not qualify are: attending a fundraising event as a guest; volunteering to meet a requirement for high school or college credit; participating in a walk-a-thon, marathon, or other such sporting activity organized to raise money for a nonprofit; or participating in a fundraiser for your child’s extra-curricular activities. If you are unsure if your volunteer activity is eligible for this program, please reach out to Dan Teefey (dan.teefey@tracyfoundation.org).

Is an Organization Site Visit Required?

No formal site visit is required. It’s presumed that the Tracy family member will have a good understanding of the organization’s needs, leadership, capacity, etc. after volunteering for the organization.

Grant Awards:

Volunteer Service Dollars

Total Volunteer Service Hours	# of Organizations	Total Grant Award \$
5-10 volunteer service hours	Max of 1	Up to \$1,000
11-20 volunteer service hours	Max of 1	Up to \$2,000
21-30 volunteer service hours	Max of 2	Up to \$3,000
31+ volunteer service hours	Max of 4	Up to \$5,000

Nonprofit Board Service Dollars

Years of Board Service	Total Grant Award \$
For every full year (12 consecutive months)	\$1,500 per organization

Tracking Volunteer Hours:

Volunteer Service: Each Tracy family member is responsible for tracking their own volunteer hours using the VIP Hour Tracker form. Once you have completed your volunteer hours and are ready to submit a VIP grant request, you will need to have an organization representative sign the form to verify your hours. You will then upload the form to your VIP grant application.

Nonprofit Board Service: Each Tracy family member is responsible for tracking their own year(s) of board service. Once family members have completed one year of board service for an organization, they are eligible to request VIP dollars for that organization.