

Vital Volunteer Application

Instructions to Employee or Resident

1. Complete Section A of this form. Use a separate form for each charitable organization.
2. Mail the original form and your personal donation or Hours Tracking Sheet to the non-profit organization. Keep a copy for your records.
3. The receiving non-profit organization completes section B of this form and returns the form and required documentation via mail or email to:
Vital Life Foundation, a Marquis and Consonus Foundation
4560 SE International Way, Suite 100, Milwaukie, OR 97222 or
info@vitallifefoundation.org
4. Once the form is completed and received, the Vital Life Foundation board will review the application. Gifts are matched on a quarterly basis. You will be notified by letter once the gift has been matched. Only gifts of employeeís/residentís personal funds and time are matched.
5. The value of crafts and hand-made gifts, as determined by the Board, will be matched rather than the amount of hours taken to create them. All requests for dollar-for-dollar matches must be submitted within 90 days of donation.
6. The Vital Life Foundation will go back one quarter from the current quarter to match Dollar-for-Dollar Matches. Vital Volunteer Hours will be matched back to January 1st of the current year, but must be turned in no later than January 31st of the following year.
7. For more information, contact the Vital Life Foundation at info@vitallifefoundation.org or 971.206.5234.

Section A (to be completed by Employee/Resident)

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Facility: _____ Department: _____

Email Address: _____ Phone #: _____

Name of Charitable Organization: _____

Organization Description: _____

Donation Supports Established Charitable Partner: Yes No

Applicant Signature: _____

Dollar-For-Dollar Match (minimum \$25 gift)



VITAL LIFE
FOUNDATION

Amount of your gift: _____

Vital Volunteer Hours Match (*minimum 20 hours per organization for first request*)

Hours: _____ X \$10 = _____ VLF Match Requested

Instructions to Non-Profit Organization (*to qualify for matching funds*)

1. Complete Section B of this form.
2. First time applicants, please attach a copy of your 501 (c)(3) letter and mission statement or description of your organization.
3. Verification of amount received and/or volunteer hours worked is required in the box below.
4. Mail/email the signed copy of this form and required documentation to:
Vital Life Foundation, a Marquis and Consonus Foundation
4560 SE International Way, Suite 100, Milwaukie, OR 97222 or
info@vitallifefoundation.org
5. Matching gift payments will be made quarterly.
6. For more information, contact the Vital Life Foundation at info@vitallifefoundation.org or 971.206.5234.

Section B (*to be completed by non-profit organization*)

Organization's Legal Name: _____

Federal Tax ID Number: _____

Verify Amount Received: _____ Tax-Deductible Amount: _____

Verify Volunteer Hours Indicated Above: _____ (hrs.)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name of Authorizing Officer (*please print*): _____

Title: _____

Signature of Authorizing Officer: _____

Date: _____

VLF reserved the right to withhold matching funds to organizations that discriminate against a person or a group on the basis of age, political affiliation, race, national origin, ethnicity, gender, disability, sexual orientation or religious belief.

Being **vital** in the **lives** of others.

Vital Volunteer Application → Hour Tracking

Employee Name: _____

Non-Profit Organization Name: _____

Hours Tracked for *(check one)*:

- January - March
- April - June
- July - September
- October - December

DATE	HOURS DONATED	BRIEF DESCRIPTION OF TASKS PERFORMED
		Total Hours for the Quarter: _____

Vital Volunteer Application → Hour Tracking *(Example)*

Employee Name: Kim Bargay

Non-Profit Organization Name: Boys and Girls Aid Society

Hours Tracked for *(check one)*:

- January - March
- April - June
- July - September
- October - December

DATE	HOURS DONATED	BRIEF DESCRIPTION OF TASKS PERFORMED
8/25/2008	3	Shopping for decorations for Barn Bash
9/1/2008	2	Picked out donated flowers & set up delivery
9/3/2008	3	Worked on centerpieces for tables
9/5/2008	1	Reviewed rental equipment needs
9/18/2008	3	Picked up donated pumpkins and cornstalks
9/19/2008	12	Set-up and decorated for Barn Bash in field
9/20/2008	14	Set-up and decorated for Barn Bash
9/21/2008	6	Clean up for Barn Bash
9/30/2008	2	Follow-up meeting and review for next year
		Total Hours for the Quarter: <u>46 hours</u>