

ExxonMobil Foundation

Volunteer Involvement Program (VIP) Guidelines

Individual Grant Guidelines

The Volunteer Involvement Program seeks to encourage employees, retirees, and other eligible participants to actively contribute their time and talent to nonprofit organizations by providing contributions on their behalf. The intent of this program is to encourage volunteerism, rather than to provide large sums of money to organizations.

Individual Volunteer Grants

General Guidelines

The Individual Volunteer Grant is designed for employees, retirees, and other eligible participants who volunteer in the community on an individual basis. A \$500 grant can be awarded to a charitable, nonprofit organization after an eligible participant volunteers at least 20 hours of his or her time to the organization during a calendar year. Each eligible participant (employee, retiree, etc.) may apply for four individual grants per calendar year. These grants may be for the same or separate organizations, provided 20 hours of work is performed for each grant. An organization may receive a maximum of \$5,000 per calendar year of Individual Volunteer Grants. For fundraising events such as walk-a-thons, bike-a-thons, etc., the time that a person spends raising donations and walking or riding in the event does not constitute volunteer work for the purposes of the Volunteer Involvement Program. The work necessary to put on the fundraising project, such as assembling supplies and materials for the event, staffing of a registration table, serving of refreshments, and event clean-up, would qualify as volunteer hours. Interpretation, application, and administration of the VIP program, which can be suspended, changed, revised, or terminated at any time, shall be determined by ExxonMobil Foundation, and its decision shall be final.

Eligible Applicants

The following are eligible to participate:

- Regular employees of Exxon Mobil Corporation or its affiliates that operate in the U.S.
- Retirees from the above companies or the Exxon Corporation.
- Spouses and dependent children ages 12-25 of employees and retirees referred to above (spouses and children may participate as part of the four individual grants per employee or retiree per year).
- Surviving spouses of deceased employees and retirees of the above companies or the Exxon Corporation.
- Present and former outside directors of Exxon Mobil Corporation.
- Non-U.S.-payroll employees are eligible while on assignment in the U.S. with Exxon Mobil Corporation consolidated affiliates. A memo from the employee's U.S. Human Resources Office must accompany this form.
- Note: Retirees of the Mobil Corporation are not eligible for this program, but may apply for a grant through the Mobil Retiree Volunteer Program.

Organizations

Eligible: For Individual and Team Grants, eligible organizations must be recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Service Code and have an Employer Identification Number (EIN), or be an instrumentality of a state or local government under IRC Section 170(c)(1). Accredited K-12 schools, accredited colleges and universities, and libraries are included. Public charities are included, but private foundations are not.

Ineligible: Political organizations, churches, synagogues, etc., insofar as the activities are religious (church-sponsored accredited schools are eligible), private foundations, activities where the volunteer or the volunteer's family receives a direct personal benefit in return for the grant, organizations with limited constituencies, such as fraternities, sororities, and veterans' groups. Also ineligible are organizations that represent a conflict of interest for employees or the Company, or may involve the Company in controversial public issues.

Application Procedure

Upon completing 20 hours of volunteer service, the eligible participant should complete Part A of the application form and send the form to the charitable organization. The organization completes Part B and then returns the application to the following:

Volunteer Involvement Program
ExxonMobil Matching Gift Programs
P.O. Box 7288
Princeton, NJ 08543-7288

Note: Although spouses and children may participate, all application forms must be completed by the employee, retiree, surviving spouse, or director. A separate application must be completed for each \$500 grant request.

All payments will be issued on a quarterly basis. Application deadlines are as follows:

First Quarter - March 15
Second Quarter - June 15
Third Quarter - September 15
Fourth Quarter - December 15

Payments for all VIP grants will be consolidated into one check and mailed directly to the recipient organization approximately one month after the application deadline. A summary listing identifying all volunteers will be included with the payment. Volunteers will receive a quarterly notification that their volunteer grants have been paid.

Applications must be received by March 15 to receive payment for the previous calendar year's efforts. Volunteer hours may not be carried over from year to year.

If you have questions, wish to check on the status of your application, or need additional forms, please call ExxonMobil Matching Gifts toll free (877) 807-0204, or email exxonmobil@easymatch.com. Applications can also be obtained from the ExxonMobil Intranet.

Individual Grant Application Volunteer Involvement Program

ExxonMobil Foundation

COMPANY USE ONLY

Reference No. _____
(To be completed by ExxonMobil)

Part A - To be completed by volunteer and forwarded to charitable organization for verification of volunteer activity. Submit one application per \$500 grant requested. (Note: If volunteer is spouse or child, application must include name and signature of employee/retiree.)

Name _____ Personnel Number _____

- Employee Retiree
 Surviving spouse Director

Volunteer's Name (If different from above) _____ Application Date _____
 Spouse Child - List age _____

Mailing Address _____ E-mail address _____

City _____ State _____ Zip _____

Work Phone () _____ Home Phone () _____

ExxonMobil Organization _____ Work Location _____
(Example: Upstream - ExxonMobil Production Company)

Calendar Year of Volunteer Service _____ (Please submit one application per \$500 grant requested)

Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
JAN _____	FEB _____	MAR _____	APR _____	MAY _____	JUN _____		
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
JUL _____	AUG _____	SEP _____	OCT _____	NOV _____	DEC _____	TOTAL _____	

Name of Nonprofit Organization to Receive Grant _____

Describe Volunteer's Activities _____

CERTIFICATION BY THE VOLUNTEER I certify that at the time of this volunteer work I qualify as an eligible employee, retiree, surviving spouse, or director. I also certify that this volunteer work meets all of the conditions stated in the attached guidelines, including the stipulation that neither I nor any member of my family nor any individual designated by me has received or will accept a benefit of more than nominal monetary value in return for or as a result of this volunteer work or the grant provided by the Foundation.

Signature of Employee/Retiree _____ Date _____

Part B - To be completed by the recipient organization. (Please type or print)

Name _____ Title _____ Date _____

Name of Organization _____ Phone () _____

Mailing Address _____

City _____ State _____ Zip _____

Fax _____ E-Mail Address _____ Website Address _____

Organization's Nine (9) Digit Employer I.D. No. [Attach copy of 501(c)(3)] _____

Brief Description of Organization's Purpose (Attach brochure if available) _____

I certify that the above volunteer services have been received and that the grant will be used to support the primary objectives of this organization which is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, or an instrumentality of a state or local government under IRC Section 170 (c)(1).

Signature of Authorized Officer _____ Date _____