

Lockheed Martin/Sandia National Laboratories Community Service Awards

Sandia National Laboratories has a tradition of recognizing the volunteer support of its employees. Realizing that there are many employees involved in a wide variety of civic activities outside of work, we have developed the Community Service Awards program to provide financial support for employee involvement. Those volunteering 100, 250 or 500 hours to one non profit in a calendar year are eligible.

Sandia National Laboratories employees volunteering **on their own time** for nonprofit organizations not of a political, religious or labor-related nature will qualify for awards to those organizations. All qualified charities receiving 100, 250, or 500 hours or more of service will receive a \$100, \$250 or \$500 check respectively. (\$2,000 is the maximum for an organization/school and the check will be made to the overarching non-profit).

To be eligible, the application below must be completed by March 1st and returned to Amy Tapia, Community Involvement, MS 1313. A copy of the organization's IRS 501(c)(3) tax-exempt status letter must accompany first time applicants, and hours volunteered must be entered in the Sandia Serves Tracking Database. The checks and recognitions will be presented at our annual NM volunteer recognition event (or mailed to CA employees and other sites).

APPLICATION FOR COMMUNITY SERVICE GRANT

PLEASE PRINT:

Date _____ Employee Name _____

Organization _____ Work Telephone _____

Department Manager _____

Name of Nonprofit Organization _____

Organization's Address _____

City _____ Zip _____ Telephone _____

Organization's Goal/Activity _____

Hours volunteered during 2005 _____

Employee Signature _____

I certify that the above Sandia National Laboratories employee has volunteered a minimum of _____ hours with this agency during calendar year 2005.

Signature and printed name and title of the charitable organization's Executive Officer

Phone Number of Charitable Organization _____



Sandia National Laboratories

