

# Marathon Global Volunteer Awards

Marathon 

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## **Our Philosophy**

Established in 2003, Marathon's Global Volunteer Awards (GVA) is a recognition program designed to encourage and support the volunteer efforts of Marathon employees. Through the Marathon Oil Company Foundation, the GVAs honor the outstanding volunteer efforts of employees by annually granting up to 50 awards of \$1,000 (or the local currency equivalent) to the non-profit organizations where winning Marathon volunteers share their time, talent and energy.

## **Eligible Volunteer Service**

Eligible employees who performed significant volunteer service during the prior calendar year at a single eligible organization may apply or be nominated by a co-worker for a Marathon GVA. Eligible service includes volunteer activities that benefit the general community, including but not limited to committee work, fundraising, tutoring, mentoring or neighborhood revitalization. The quality of the volunteer work performed is important, as well as overall commitment to the organization.

## **Ineligible Volunteer Service**

- Volunteer service that directly benefits the volunteers and/or their families.
- Volunteer service performed by family members other than the employee.
- Anticipated volunteer service not yet performed or participation and/or pledges for "thon-type" activities, e.g. walk-a-thons, bike-a-thons, etc.
- Occasional or casual volunteer participation.

## **Guidelines**

### *Eligible Employees*

- Regular, full-time employees of Marathon Oil Company with at least six months of service.
- Prior winners will not be eligible for a nomination for the same volunteer activity for at least three years.
- Officers of Marathon Oil Company are not eligible to be nominated.

### *Eligible Organizations*

To be eligible in the United States, organizations must be recognized by the Internal Revenue Service as tax-exempt and designated as a public charity under Section 501(c)(3) of the IRS Code. Organizations outside the U.S. must be charitable in nature and adhere to the local laws governing non-profit organizations. In addition, eligible organizations must fit into one of the following categories: arts and culture, civic and community, education, or health and human services.

### *Ineligible Organizations*

- Religious organizations such as churches, mosques and synagogues (except when the activities being sponsored by a religious organization are non-sectarian, e.g. soup kitchens or shelters).
- Political and labor advocacy organizations.

## **Procedures**

### *How to Apply*

- The employee, or nominating employee, completes Section A of the award application and sends it with the guidelines to the non-profit organization.
- A representative of the non-profit organization completes Section B, verifying that the organization and the volunteer service qualify under the Marathon GVA published guidelines.
- The organization sends the completed application and required documents to Marathon's Philanthropy & Community Affairs department at the address listed on the application. Applications must be postmarked by July 30.
- The Philanthropy & Community Affairs office reviews the application for accuracy and eligibility. Incomplete forms will result in ineligibility.
- Award applications will be judged by a Selection Committee composed of internal and external representatives. Up to 50 winners may be selected per calendar year. Winners will be notified no later than November 1.
- The \$1,000 award, payable to the eligible non-profit organization, will be sent directly to the organization.

## **Conditions**

- Awards may not be used to directly benefit volunteers or their families, e.g. tickets for fundraising events, membership dues or school tuition.
- Marathon may suspend, amend or discontinue the program at any time and reserves the right to determine whether an award shall be made based on eligibility.

## **For Further Information Email or Write:**

Marathon Oil Company  
Philanthropy & Community Affairs  
P.O. Box 3128  
Houston, TX 77253-3128

Email: [philanthropy@marathonoil.com](mailto:philanthropy@marathonoil.com)





**SECTION B** – To be completed by non-profit organization

*Directions:* Non-profit organization completes Section B and sends the completed Marathon Global Volunteer Awards application and required documents to the Marathon address below. Applications must be postmarked and returned to MOC Philanthropy & Community Affairs no later than July 30 for volunteer activities occurring during the prior year.

*Mail completed applications to:*

Marathon Oil Company  
Philanthropy & Community Affairs  
P.O. Box 3128  
Houston, TX 77253-3128

\_\_\_\_\_  
LEGAL NAME OF NON-PROFIT ORGANIZATION

\_\_\_\_\_  
EMPLOYER IDENTIFICATION NUMBER

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
WEBSITE

**SUBMITTAL OF SUBSTANTIATING MATERIALS:**

- Copies of pertinent newspaper clippings about the nominee's service or involvement, letters of appreciation and other materials, as available. These should focus on his/her service, not the activities of the organization as a whole.
- A copy of the 501(c)(3) eligibility determination letter.
- Materials that describe the organization, such as a mission statement or program brochure. All materials must be dated.
- We encourage the organization to submit a letter of recommendation on behalf of this nominee.

**ORGANIZATION CERTIFICATION & MEDIA RELEASE**

I certify that the individual named in Section A has completed eligible volunteer service during the stated period and I second this nomination. I further certify that this organization qualifies under the Marathon Global Volunteer Awards program guidelines.

Permission is granted for the use of our organization's name, logo and photographs in press releases relative to our participation in the Marathon Global Volunteer Awards program.

\_\_\_\_\_  
PRINT NAME OF ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
TITLE OF ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
SIGNATURE OF ORGANIZATION REPRESENTATIVE

\_\_\_\_\_  
DATE