



# PSEG support for sports guidelines

## how the **process** works

The volunteer completes the employee section of the application, then signs and forwards it to the sports team coordinator for confirmation of volunteer work.

The sports team coordinator completes the organization section of the application, then confirms by signing the form and forwarding it to the PSEG Support for Sports program.

If all the criteria are met under Employee and Organization Eligibility, and the application is completed and mailed properly, the organization will receive a grant of \$300.

The grant check is made payable to the team and mailed directly to the sports team coordinator or the person responsible for processing grants for the organization. The check stub includes the name of the employee volunteer who submitted the application.

The employee will be notified when the grant check is mailed to the organization. If an application is ineligible, the employee will also be notified.

The employee will receive a PSE&G or PSEG banner via company mail. The employee must ensure that the banner is displayed in a prominent location at each game. The banner the employee receives will be based upon the organization's location. If the organization is within PSE&G's service territory, the employee will receive a PSE&G banner. If the organization is outside of PSE&G's service territory, the employee will receive a PSEG banner.

All applications are subject to approval by the director—corporate responsibility. Grants are awarded on a monthly basis.

## **employee** eligibility

You must be a permanent, full- or part-time PSEG employee with at least three months of continuous company service.

Your volunteer activities must be in addition to and completely separate from your job responsibilities.

You must be an established, active, non-compensated volunteer at your particular organization.

You must coach, substitute coach, referee or directly/actively participate in other ways with the youth team that you represent.

No more than one Support for Sports grant per employee may be awarded in a calendar year.

Eligible sports volunteer activities that benefit the community include – but are not limited to – coaching, team board membership, team committee work, team fund-raising, and team mentoring.

Employees cannot fill out the organization's portion of the application.

## **organization** eligibility

The organization must promote – via banner display – that the company is one of its sponsors.

Each youth sports team may receive no more than one grant per calendar year.

The following types of organizations are not eligible: professional sports, organized sporting for profit, or those that are primarily adult-, hobby- or recreation-oriented.

*don't forget to keep track of all your volunteer hours and activities at <http://pseg.volunteermatch.org>*