



PSEG support for sports application

employee

to complete/please print or type

What company do you work for?

- PSE&G PSEG Energy Holdings PSEG Services
 PSEG Power other PSEG company

last name _____ first name _____ initial _____

employee # _____ date employed _____

mail code/location _____ day phone _____

home address _____ home phone _____

city / state / zip _____

email _____

Where will you display the company banner? fence wall other (please describe) _____

What specific volunteer responsibilities/duties do you perform for this organization?

coach referee other (please describe) _____

How many hours do you volunteer with this organization? _____

I certify that I do not receive any compensation for my volunteer service, and that the information contained in this document is true and accurate to the best of my knowledge. I accept responsibility to ensure that the PSE&G or PSEG Power banner is properly displayed.

employee signature _____ date _____

organization

to complete/please print or type

name of organization (make check payable to) _____

sport _____

address _____

city / state / zip _____ county _____

phone _____ fax _____

email _____ website _____

I certify that the employee does perform the volunteer service as described. I acknowledge that a PSE&G or PSEG banner will be provided and must be displayed. This is not a contract, nor is it to be construed as one. The issuance of this grant or the display of the banner will not subject PSE&G and/or PSEG to any liability whatsoever.

name of officer (please print) _____

title _____

signature _____ date _____

please return application to:
PSEG – Corporate Responsibility Support for Sports Grant Program
80 Park Plaza, T-10C
Newark, NJ 07102
phone 973-430-7354
web site <http://pseg.volunteermatch.org>

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PSEG support for sports guidelines

how the **process** works

paper form

- 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 T10. Fax: 973-297-1480

online application

- Please fill out all sections.
- After finishing the application print and sign the signature page and then forward it to the sports team coordinator for confirmation of volunteer work.
- The sports team coordinator then forwards it to the PSEG Support for Sports program T10. Fax: 973-297-1480

both methods

- If 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 via email 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 the banner is displayed properly. The banner the employee receives will be based on 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 PSE&G's service territory they will receive a PSEG Power banner.
- All applications are subject to approval by the Director – Corporate Social Responsibility.
- Applicants must be one of the first 350 employees in a calendar year to submit a qualifying application.

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 serve as a coach, substitute coach, referee, or directly and/or actively participate with a local youth sports team. Other eligible activities include serving on a team board or performing team committee work e.g., fund-raising or mentoring.
- You must be an established, active, non-compensated volunteer at your particular organization.
- You must volunteer a minimum of 50 hours per year.
- Employees cannot complete the organization's portion of the application.
- A maximum of two grants per employee will be awarded in a calendar year for different organizations.

organization eligibility

- The organization may receive no more than three grants per calendar year.
- The organization must promote – via banner display- that a PSEG company is one of its sponsors
- The following types of organizations are not eligible: professional sports, organized sporting for profit, or those that are primarily adult-, hobby- or recreation-oriented.
- The officer of the organization completing the organization section must not be an immediate family member of the employee.



PSEG
**support
for sports** guidelines

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