

# Microsoft Employees

## Microsoft Employees Can Earn FOS Credit for Reporting Volunteered Scouting Service Hours



**Microsoft has raised their hourly matching grant rate from \$17 to \$25 per hour of volunteer service! \$17 will still be credited to FOS campaigns while \$8 will go to our Capital Campaign to help improve Fire Mountain Scout Camp!**

### Requesting a Microsoft Gift Match for 10 or more Volunteer Hours

Microsoft currently matches hours spent volunteering with qualifying organizations at the rate of **\$25 per hour up to \$12,000 per year!** To report your hours and have the money sent to the Mount Baker Council, you submit your request at Microsoft's Give site following the directions below:

- While on the Microsoft Intranet, go to <http://give>.
- Click the **Match Now** button.
- Click the **Volunteer Connections** button.
- Click **Record Hours**.
- If you haven't donated directly to Mount Baker Council in the past, you will need to search for their organization. Under **Organization Search**, enter "Mount Baker Council" in the Keywords field and "Washington" in the State field. Click on **Search** and you will be presented with a list of organizations. Under **Volunteer Activities** you will find the Boy Scouts under "Education/Youth Development" > "Scouting Organization". Select the one listed below.

Mount Baker Council, Boy Scouts of America/BOY SCOUTS OF AMERICA  
1715-100th PL SE #B  
Everett, WA 98208  
United States  
Tax ID: 91-1622046

- Enter your volunteer hours.
- After entering 10 hours, hit **Request for Match** to complete the process

#### **Please note the following restrictions when reporting your hours:**

*Microsoft's guidelines for the time matching program are designed to match time an employee spends providing a direct benefit to the community. Therefore, time spent preparing for, leading, or engaging in direct activities may be eligible, but we are not able to match the portions of your request that cover time spent traveling, eating, sleeping, or in other 'down time.' If you were in a chaperoning or 'on call' situation, please include an estimate only of the time you were providing active assistance.*

#### **Getting FOS credit for your Pack, Troop or Crew before the April 30<sup>th</sup> Recognition Date:**

After your hours are reported, a confirmation email is sent to Tonya Reynolds at the Everett Service Center. Microsoft requires that volunteer hours be confirmed by the recipient organization designated by the employee. Now that hours are confirmed by the council there is no longer any reason to print the page confirming your hours. Additionally, Microsoft has contracted with Benevity Giving Platform to manage their Volunteer Hours and Matching Gifts program. Checks are now received monthly from Benevity.

Discounts are available for in-council Camps. Contact your District Family FOS Chair or your District Executive for details.

## Other Ways to Promote and Support Mount Baker Council Scouting

### Tips from Microsoft's Community Affairs staff for the Microsoft employee:

NOTE: During the October Giving Campaign the non-solicitation policy is loosened but not lifted.

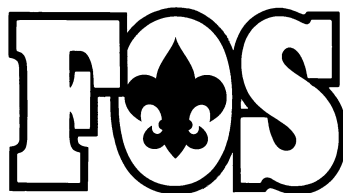
- Synch up with your VPAL in August to see if there are ways you can share your passion at an upcoming All Hands meeting, team meeting or a departmental Giving Campaign event. Not sure who your VPAL is? Send an email to [give@microsoft.com](mailto:give@microsoft.com) requesting the information.
- Create a "give" video on <http://give> and share your cause/story with other MS employees. Go to <http://give> and click on "upload your video/photo and story."
- Create an email footer to promote your cause. Use a thumbnail image (perhaps a screenshot from your video) and hyperlink to the landing page where your video is hosted.
- Change your Outlook picture to your organization's logo. Go to <http://my>, click **My Profile** and **Edit My Profile**. Be sure to indicate your Scouting affiliation – pack, Troop, District, etc.
- Most important – share the method for reporting volunteered hours with other Microsoft employees who may not know how.

### Do Microsoft payroll deduction donations count for FOS Credit?

For those Microsoft employees that participate in payroll deduction and have designated that amount to be distributed to the Mount Baker Council, BSA, please fill out a Friends of Scouting pledge card and indicate that on the card. You can choose to note the annual amount or the monthly amount. Please checkmark 'yes' that you do participate in a payroll deduction plan.

Once an FOS pledge card has been received and the council receives the first check from Benevity, the donation will be entered under the employee's name and credited to the Pack, Troop or Crew that was indicated on the pledge card.

Please contact Tonya Reynolds at [tonya.reynolds@scouting.org](mailto:tonya.reynolds@scouting.org) with any questions about this process.



**Mount Baker Council, Boy Scouts of America**

Everett Office (425) 338-0380

Bellingham Office (360) 734-3940

[fos606@scouting.org](mailto:fos606@scouting.org)

Revised 9/23/2016