

Pfizer Foundation Volunteer Program

The Pfizer Foundation Volunteer Program (PVP) is designed to encourage volunteerism and to recognize the outstanding volunteer efforts of Pfizer employee and retirees. Through the program, Pfizer employees and retirees may apply for grants to charitable organizations in which they actively and regularly volunteer. Volunteers may request one \$1,000 grant for one organization each year. The maximum amount an eligible organization may receive from the Pfizer Foundation Volunteer Program in any given year is \$5,000.



In 2002, over 1,500 Pfizer employees and retirees participated in the Pfizer Foundation Volunteer Program; volunteering with over 1000 organizations across the country.

The Foundation supported these efforts by donating over \$1.6 million in grants - helping to make each community a better place to live and work.

Eligibility requirements:

The participant must volunteer at least six hours per month for at least six months before requesting a grant. Eligible organizations must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or be a public school or public library. Organizations must be located in the United States or Puerto Rico.

How to Apply to the Pfizer Foundation Volunteer Program

Examples of eligible organizations include public and private schools, education-related organizations, health-related organizations, hospitals, hospices, agencies for the elderly or children, museums and performing arts groups. To apply, please [click here](#) for an application form.

Eligible participants include regular full-time or regular part-time U.S. employees, retirees, and headquarters foreign residents of Pfizer Inc or any of its wholly-owned subsidiaries. New employees are eligible six months from their first day of active employment with Pfizer.

Please complete Section A of the PVP Form and forward it to your chosen organization. The non-profit will complete Section B and forward the form to the Pfizer Foundation Volunteer Program, P.O. Box 2072, Princeton, NJ 08543-2072. Application review will take approximately ten business days, with payments made monthly.

Do not use an old form; the application may be delayed. If you cannot print the form, please call our volunteer service number at (888) 782-3048 to obtain one. For grants to be made in the current calendar year, they must be received by the processing center no later than November 30. We suggest that the applicant complete their section of the application and forward it to the organization no later than October 1. **Applications received after November 30 will be processed for the following year.**



Frequently Asked Questions About the Pfizer Foundation Volunteer Program

How long does it take to process my application?

Upon receipt of a complete application, approved grants are issued monthly.

How do I check the status of my application?

You may check with the processing center either by e-mail - pvp@easymatch.com or by calling (888) 782-3048.

How much is the grant?

All grants are \$1,000.

Who is eligible to apply for a PVP grant?

Eligible participants include full-time or part-time U.S.-based employees and retirees of Pfizer Inc.

Can I apply for a grant for more than one organization?

No, only one grant application per organization.

Is my spouse eligible?

No, eligible participants include regular full-time or regular part-time U.S. employees, retirees, and headquarters foreign residents of Pfizer Inc or any of its wholly-owned subsidiaries. New employees are eligible six months from their first day of active employment with Pfizer.

Where do I get the form?

See the "how to apply" section above for instructions on completing the form. You may also call the processing center at 888-782-3048.

How can I find out if my organization is 501(c)(3) tax-exempt?

You can ask them; you may call the processing center and inquire or you are welcome to visit www.guidestar.org or www.irs.gov and type in the name of your organization.

What are some examples of eligible organizations?

Examples of organizations that are eligible for to receive PVP grants: schools, health related organizations, such as American Heart Association, Alzheimer's Association, American Lung Association, etc., Libraries, Little Leagues, Tutoring programs outside of Pfizer, Literacy Programs, Shelters.

Is there a maximum an organization may receive from the Program?

Yes, an organization cannot receive more than \$5,000 from the Pfizer Foundation Volunteer Program in any one year.

Is there a deadline?

Yes, November 30 of each year.

What happens if I miss the deadline?

Applications received after the deadline will be held for the following year.

Where do I send the form?

After you have signed it, please forward to the organization with which you actively volunteer. They will verify the information by completing Section B and then forward it to the P.O. Box address on the form.

Who should I call if I have questions?

Please call our processing center, the JK Group at (888) 782-3048.

Volunteer Opportunities for the Pfizer Foundation Volunteer Program

If you want to start volunteering, or you already volunteer but want to do more, the following is a list of Pfizer sponsored volunteer events as well as other resources to help you learn about community service opportunities for you and your families.

Please see below for resources to help you identify additional volunteer opportunities.

Pfizer Sponsored Volunteer Events

- **Junior Achievement**
Over the past ten years, many Pfizer employees have volunteered with Junior Achievement, teaching business skills and economic principles to students from kindergarten to 12th grade. The middle and high school programs help students understand the importance of staying in school, the impact an education will have on the rest of their lives, and the success skills needed to find and hold a job. The role modeling of the volunteers are invaluable to these students. For more details, you can email [Peggy Janes](mailto:Peggy.Janes) or call Headquarters at (212) 733-2159.
- **NY Cares**
The Annual NY Cares Day will take place on Saturday, October 18th. Volunteers from across the city will work on revitalizing city schools with fresh paint, new trees and elbow grease. To join the Pfizer team, please call Haydee Vargas at (212)733-2764 or visit: www.newyorkcaresday.kintera.org.
- **Pfizer Brooklyn Kid's Club**
The Pfizer Brooklyn Kid's Club is an after school program for children in the community. The Kid's Club was founded nine years ago as the Pfizer Computer Club. Today, there are 30 children enrolled in the program. The club meets every Wednesday and Thursday during the school year from 4:00 to 5:30 p.m. at the plant. Children participate in various program activities such as computer training, arts and crafts projects, and science projects. For more details, you can email [Maria Vasaka](mailto:Maria.Vasaka) or call (718) 780-8602.
- **Big Brothers Big Sisters Workplace Mentoring Program**
In September 2000, Pfizer partnered with Big Brothers Big Sisters of New York City in bringing the Workplace Mentoring Program on site. Employees are matched with students from the Booker T. Washington Middle School (MS 54) located in East Harlem for one-to-one mentoring activities that encourage intense one-to-one relationships. "Littles" spend up to 2 hours with their "Bigs" on homework, life skills and learning about the business world here on

site. For more details, you can email [Dezarie Mayers](#).

- **Habitat for Humanity**

In 2002, over 200 Pfizer volunteers rolled up their sleeves to help build a new townhouse at Habitat for Humanity's Willoughby Street Project in Brooklyn, NY. Pfizer team members spackled, tiled and painted alongside Habitat family partners working towards home ownership. Other Pfizer teams participated in Habitat for Humanity Projects in:

- Lititz, PA

For more details, please contact Habitat for Humanity directly at (718) 246-5656.

Resources to Identify Other Volunteer Opportunities

Please contact the national organizations listed below by calling or visiting their sites on the Worldwide Web to gather information about a local affiliate in or near your community.

- **The Points of Light Foundation:**

A network of 400 volunteer centers that helps individuals learn about local volunteer opportunities for them or their families. 800-59-LIGHT or www.pointsoflight.org.

- **Big Brothers Big Sisters of America:**

Matches volunteer mentors with young men and women who need the support of a caring adult. (215) 567-7000 or www.bbbsa.org.

- **United Way of America:**

Many of the 1,400 local United Way affiliates also house the local community's volunteer center at (703) 836-7112, x437 or www.unitedway.org. This site offers links to the local United Way sites. You may also obtain a list of New York UW volunteer opportunities by calling (212) 973-3912.

- **American Red Cross:**

Supports emergency and ongoing human service needs nationwide. (703) 206-7410 or www.redcross.org.

- **Hope for Kids:**

Places volunteers with health care providers around the country. Call (310) 665-0888.

- **National 4-H Council:**

4-H fosters youth development and leadership through educational programs in more than 3,000 communities across the country. (301) 961-2973 or www.fourhcouncil.edu.

- **YMCA of the USA:**

YMCAs run programs that nurture the healthy development of children, encourage positive behavior in teens, and strengthen families. 800-USA-YMCA or www.ymca.net.

- **America's Promise — The Alliance for Youth:**

To mobilize people from every sector of American life to build the character and competence of our nation's youth by fulfilling Five Promises: Caring Adults, Safe Place, Healthy Start, Marketable and Opportunities to serve. To contact America's Promise, please call (888) 55-YOUTH or visit their website at www.americaspromise.org.

- **On-line Volunteer Clearinghouse:**

Youth Service America has established an on-line database of volunteer information in which you may enter your zip code to identify volunteer opportunities in or near your community. www.servenet.org.

Contacting the Employee Giving Programs

Feel free to contact the Employee Giving Programs by e-mail, pvp@easymatch.com, or by calling our processing center at (888) 782-3048.