



**Ecolab Giving Site Guidelines and Directions:
Access, Community Giving Program with Match, Dollars for Doers, and Board Leadership**

How to Access the Ecolab Giving Site

(For best results, please use Chrome as your internet browser)

1. Start here: <http://ecolab.yourcause.com/auth/basic>
2. Enter your **personal email** and follow the steps to sign-in/sign-up.

NOTE: If you have NEVER accessed the online Ecolab Giving site and would to be added to the site, please send an email to: communityrelations@ecolab.com and include your full name, personal email address, phone number, date you retired and your former employee number.

Once your request has been sent to community relations, please allow 1 to 2 weeks before you access the site.

Community Giving Program

You can make donations to education AND OTHER qualifying 501c3 nonprofit/NGO organizations via credit card directly in the Ecolab Giving Site and request a 100% match for up to \$500 USD max match per person annually. As an ethical company, make sure your selected charity aligns with [Ecolab Foundation guidelines](#) and with the non-discrimination section in [Ecolab's Code of Conduct](#).

Match: If approved, donation match by Ecolab Foundation will be disbursed with your donation and may take up to two months.

***Please note,** while you may personally donate to strictly religious organizations and/or politically charged organizations, these donations WILL NOT be eligible for Ecolab Foundation match. If approved, the donation match will be disbursed with your donation. Ecolab has the right to suspend, change or terminate this program at any time. The interpretation, application, and administration of the Employee Giving Program shall be determined by Ecolab Global Community Impact in its sole discretion, and its decisions shall be final.*

How to make a donation and request up to 100% match

1. Click on this link to get to the Ecolab Giving Site - <http://ecolab.yourcause.com/auth/basic>
2. After you are signed in, select **Give** at the top of the page.
3. On the Search Organizations page, type in the name of the organization and hit enter or click on the magnifying glass icon. If you know the organization's U.S. tax ID number, you can click on Registration ID and search by that number. Verify you have the correct organization by confirming the address listed.
4. Once you find your Organization, click on it
5. Click on **Make a New Donation** and then click **Credit Card**
6. Fill in required fields, then click **Add to My Cart**.
7. If you have another donation to enter, click **Explore More** and go back to step 2.
8. When you have completed your entries, click **Check Out Now**.
9. On the "Donations in Your Cart" page, click on **Apply Match** and **Checkout**.
10. On the **Apply for Match page**, under **Eligible Match Amount**, click next to "**Apply for...**"
 - a. If you want to indicate a partial match amount, click **Change Amount**.
11. Click **Next Steps** and complete the required fields.
12. Confirm your donation and match request. Then click **Confirm and Finish**.

NOTE: After the entry is complete, you can track your match request(s) on the **Give/My Giving**. Then click on **Match Programs** in the blue bar halfway down the page.

Dollars for Doers Incentive Grant Guidelines

For every two (2) hours you volunteer, you may redeem a \$50 USD Dollars for Doers Incentive up to \$1000 USD for eligible charitable organizations.

**Eligible organizations must be tax-exempt/not-for-profit, vetted organizations and align with [Ecolab Foundation](#) guidelines and parameters*

How to Request a Dollars for Doers Incentive Grant

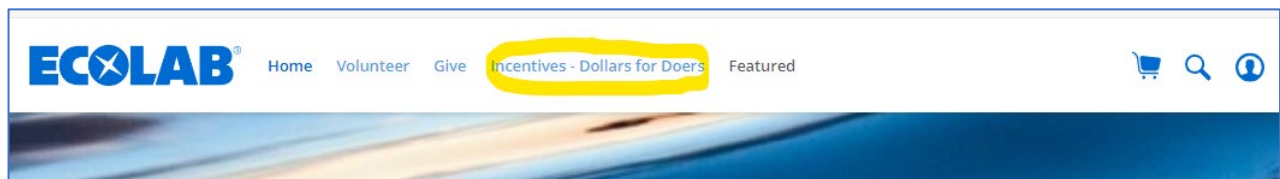
1. Click on this link to get to the Ecolab Giving Site to sign in - <http://ecolab.yourcause.com/auth/basic>
2. Select **Volunteer** at the top of the page
3. Click on **Record Hours**, click the **Get Started** button on the right side of the page
 - a. **Activity Details**
 - i. Enter ACTIVITY NAME (ex. Dollars for Doers)
 - ii. Enter ACTIVITY DESCRIPTION
 - iii. Enter ACTIVITY LOCATION
 1. For the organization's location information start typing the address **or** click *VIRTUAL (NO LOCATION)* to bypass these non-required fields
 - b. **Benefiting Organization**
 - i. Click on **Search for Your Charity**. Then find and **Select Charity**
 - ii. **Note:** *No action is needed for the Board Leadership button. For more information about the Board Leadership program, click on Community, scroll to the U.S. Board Leadership element and click to open*
 - iii. Under **Schedule**, choose to set up a recurring schedule (c) or add a manual schedule (d). If you choose to enter a recurring schedule, you will be prompted to do so here. *If you choose to manually enter dates, you will add per further directions below.*
 - iv. Click **Select Activity Type** and choose **Dollars for Doers** and **Save**
 - v. Click **Select Activity Category**, select the *focus area* that aligns with the organization and **Save**
 - vi. Click **Continue**
 - c. **Add Recurring Schedule**
 - i. Once you have chosen category tags and clicked **Continue**, review the Activity Log and click **Continue** again.
 - ii. Review & Confirm schedule and organization then read information acknowledgment and click **I Agree**. Then click **Save**.
 - iii. Click **Go to My Volunteering**. *Once Go to My Volunteering is clicked, continue with the directions below (#4).*
 - d. **Add Manual Schedule (skip if you have entered dates via a recurring schedule)**
 - i. For **Participation Date**, enter date of volunteer activity
 - ii. For **Hours Volunteered**, enter the date and number of hours you volunteered:
 - iii. If you have completed a total of 25 volunteer hours but did not record them individually, pick today's date and enter 24 hours and then pick the day before and enter 1 hour.
 - iv. If you kept track of your volunteer hours individually, select each date on the calendar that you volunteered and enter those hours.
 - v. Or, if you want to record your hours as you go along after you have entered the first volunteer date:
 - vi. Return to Volunteer/My Volunteering
 - vii. Click on Individual Activities tab

- viii. Find your volunteer event and click on the pencil (edit) icon
- ix. At bottom of Update your details page, click **Continue** at the bottom of the page
- e. Click **Continue** to Review & Confirm – **Make sure to move on to Step 4.**
 - i. Review and confirm hours are correct, read the **Disclaimer** and click **I Agree to Save**
 - ii. If you need to make a change, click **Back**

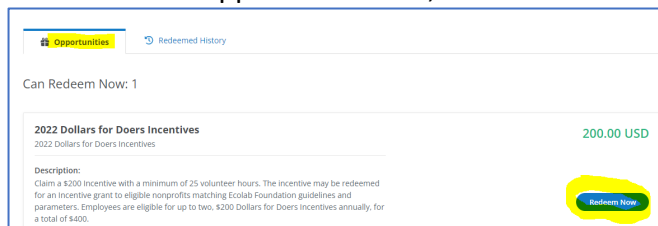
4. To finish requesting the Dollars for Doers incentive grant -**You must complete the following steps, or no grant will be processed:**

Once you reach a minimum of 25 volunteer hours encompassing all your volunteering activities, you may claim a \$200 USD Dollars for Doers Incentive, redeemable at eligible nonprofits that match Ecolab Foundation guidelines and parameters. Employees are eligible for up to two, \$200 USD Dollars for Doers Incentives annually, for a total of \$400 USD.

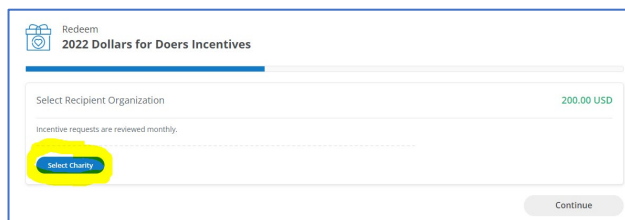
- a. Click on **Incentives-Dollars for Doers** at the top of the page



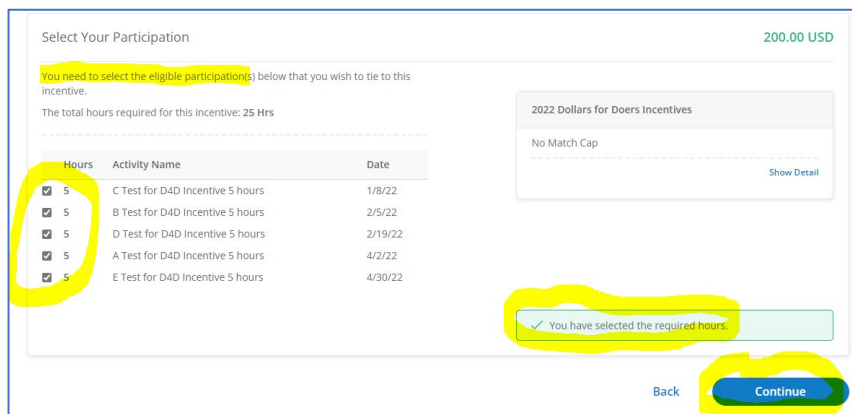
- b. On the Opportunities tab, click **Redeem Now**.



- c. Select **Charity** to receive your \$200 USD Dollars for Doers Incentive



And then click **Continue**.



- d. You may **Add a Designation** (Optional) for your grant, but it is not required

e. Select what information you would like to share with your selected charity (required). Then click **Continue**.

f. Review and Confirm Your Request

- i. Read grant request details
- ii. Review **Incentive Program Acknowledgement** and click **Confirm**.

Please review the information below to continue.

Incentive Program Acknowledgement: Employees may record volunteer hours for personal volunteerism at churches, synagogues, mosques and other strictly religious and/or politically charged organizations. While these hours will count towards the minimum of 25 volunteer hours, matching grants to these organizations, including this Incentive program, will not be eligible based on guidelines of the Ecolab Foundation.



Ecolab Code of Conduct Acknowledgement: By making this Incentive grant request, I

I have read and understand the statement above.

[Back](#) [Confirm](#)

g. Review Redemption History

Success. Redemption Complete.
You can check the status of this redemption at any time on your incentives page.

	Recipient: Mongoose Youth Sports		Amount: 200.00 USD
---	----------------------------------	---	--------------------

[View Redemption History](#)


NOTE: After your entry is complete, you can track your requests under **Incentive-Dollars for Doers/Redeemed History**

U.S. and Canada Board Leadership Volunteer Grant Guidelines

If you are in the US or Canada, you may apply for a Board Leadership grant in honor of service on the board of directors of a qualifying nonprofit (excluding places of worship) for a \$500 USD grant per organization, annually. Please note that organizations must comply with the [Ecolab Foundation guidelines](#).

How to Request a Board Leadership Volunteer Grant

- 1 Click on this link to get to the Ecolab Giving Site - <http://ecolab.yourcause.com/auth/basic>
- 2 Select **Volunteer** at the top of the page
- 3 Click on **Record Hours**, click the **Get Started** button on the right side of the page
 - a. **Activity Details**
 - i. Enter ACTIVITY NAME (suggestion, something like this: 2024 Board Leadership)
 - ii. Enter ACTIVITY DESCRIPTION
 - iii. Enter ACTIVITY LOCATION
 - a. For the organization's location information start typing the address **or** click *VIRTUAL (NO LOCATION)* to bypass these non-required fields
 - b. **Benefiting Organization**
 - i. Click on **Search for Your Charity**. Then find and **Select Charity**
 - ii. Once your organization populates, to the right is a blue button under Board Membership
 - a. If you **don't** have a previous Board Leadership entry,
 - i. Click on **Manage Membership Role**
 - ii. Then click + **Create New Role**
 - iii. Select BOARD ROLE using the dropdown, add your dates for ROLE START & END DATES, click **Add**
 - iv. Close Board Membership box (small 'x' at top right of box)
 - v. Now that you've added your role, select it from the drop down under Board Membership and continue
 - b. If you **do** have a previously recorded Board Leadership entry, **select the role** from the Board Membership dropdown
 - iii. Under **Schedule**, choose to set up a recurring schedule (c) or add a manual schedule (d). If you choose to enter a recurring schedule, you will be prompted to do so here. *If you choose to manually enter dates, you will add per further directions below.*
 - iv. Click **Select Activity Type** and choose **Board Leadership** and **Save**
 - v. Click **Select Activity Category**, select the *category* that aligns with the organization and **Save**
 - vi. Click **Continue**
 - c. **Add Dates and Hours**
 - i. For **Participation Date**, enter date of volunteer activity
 - ii. **Hours Volunteered**, enter number of hours you volunteered
 - d. Click **Continue** to Review & Confirm – **Make sure to move on to Step 4.**
 - i. Review and confirm hours are correct, read the **Disclaimer** and click **I Agree** to **Save**
 - ii. If you need to make a change, click **Back**
- 4 To finish requesting the **Board Leadership** grant-**you must complete the following steps, or no grant will be processed**
 - a. Click on **Go to My Volunteering**

- b. In the **Apply for a Volunteer Grant!** shaded box, click on **Apply Now** showing next to the organization name
- c. On **Select Match Program** page, ensure the small box is checked to enable the green check  and click **Next Step**
- d. On **Grant Details** page, **check the small box** in the Activities section to populate hours selected
 - a. The Hours selected and the Requested Grant Amount will show - 500.00
- e. You may **Add a Designation** (Optional) for your grant, but it is not required
- f. Click **Next Step**
- g. **Review and Confirm Your Request**
 - i. In Summary - shows your grant information
 - ii. Review and Confirm the Following Notices - check the box that says *"I have read and understand the notices"*
- h. Click **Submit Grant Request** and you are done!

NOTE: After your entry is complete, you can track your requests under **Volunteer/My Volunteering, My Volunteer Grants**.