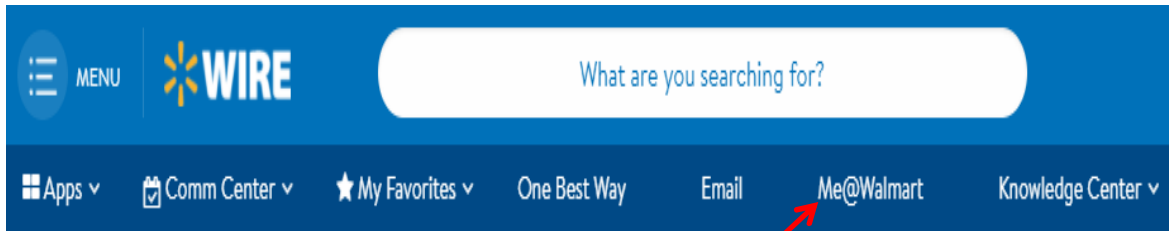


HOW TO KEY AN INDIVIDUAL WALMART VAP GRANT APPLICATION

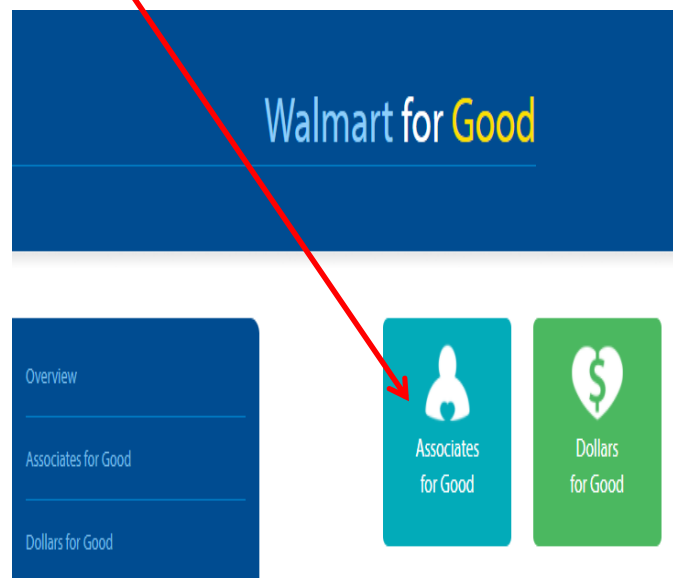
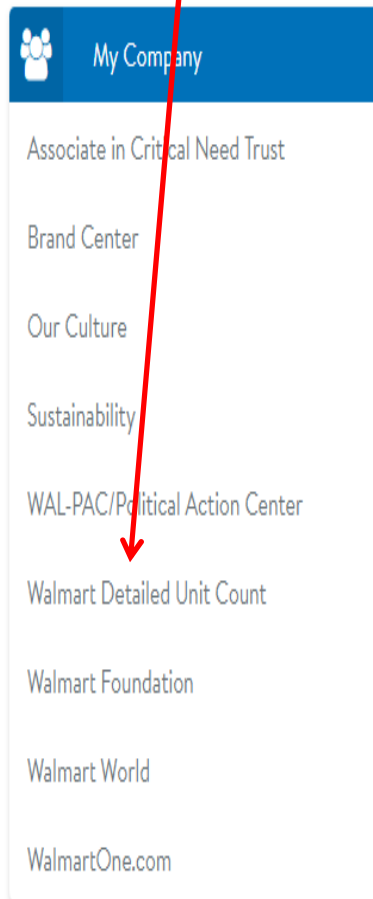
Step 1: Log into the WIRE.



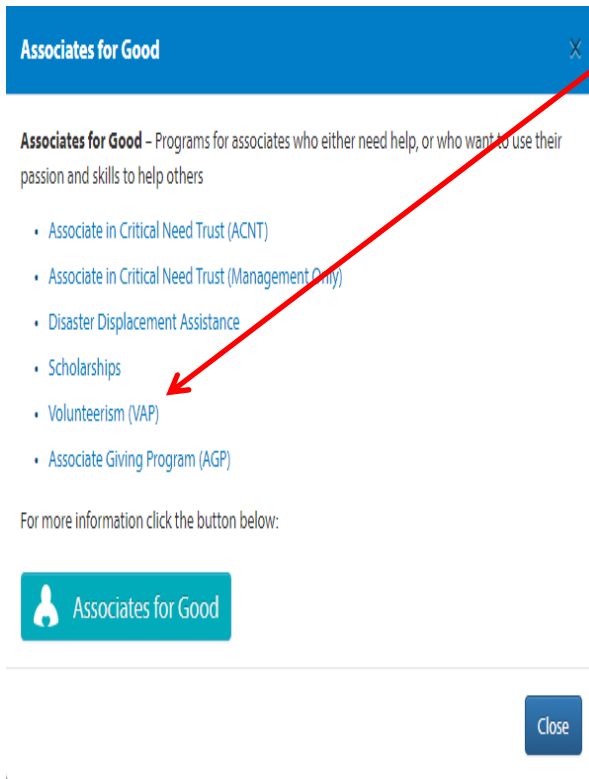
Step2: Click on "Me@Walmart".

Step 3: Click on "Walmart Foundation".

Step4: Click on "Associates for Good".



Step 5: Click on “Volunteerism (VAP)”.




Associates for Good ✕

Associates for Good – Programs for associates who either need help, or who want to use their passion and skills to help others

- Associate in Critical Need Trust (ACNT)
- Associate in Critical Need Trust (Management Only)
- Disaster Displacement Assistance
- Scholarships
- Volunteerism (VAP)
- Associate Giving Program (AGP)

For more information click the button below:

 Associates for Good

Close

Step 6: Click on “Apply for VAP / Event VAP”.

Resources

- [Apply for VAP / Event VAP](#)
- [Event VAP Sign-up Sheet](#)
- [Frequently Asked Questions](#)
- [VAP Guidelines - VAP and Event VAP](#)
- [Walmart Associate Recognition Certificate](#)
- [Sam's Club Associate Recognition Certificate](#)
- [Large Presentation Checks](#)
- [Walmart and Sam's Community Volunteer T-Shirt Order Form](#)

If you have any questions or concerns, contact the Walmart Foundation Hotline at 1-800-530-9925.

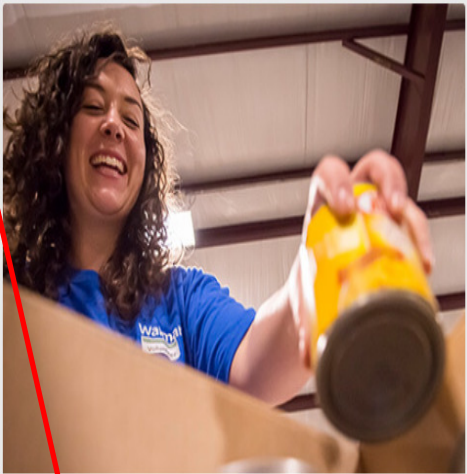
Step 7: Click on “Volunteerism Always Pays”.



Volunteerism Always Pays

Contribute your time and talent to charitable organizations that matter to you! Learn more about VAP/EVAP or submit an application by clicking here.

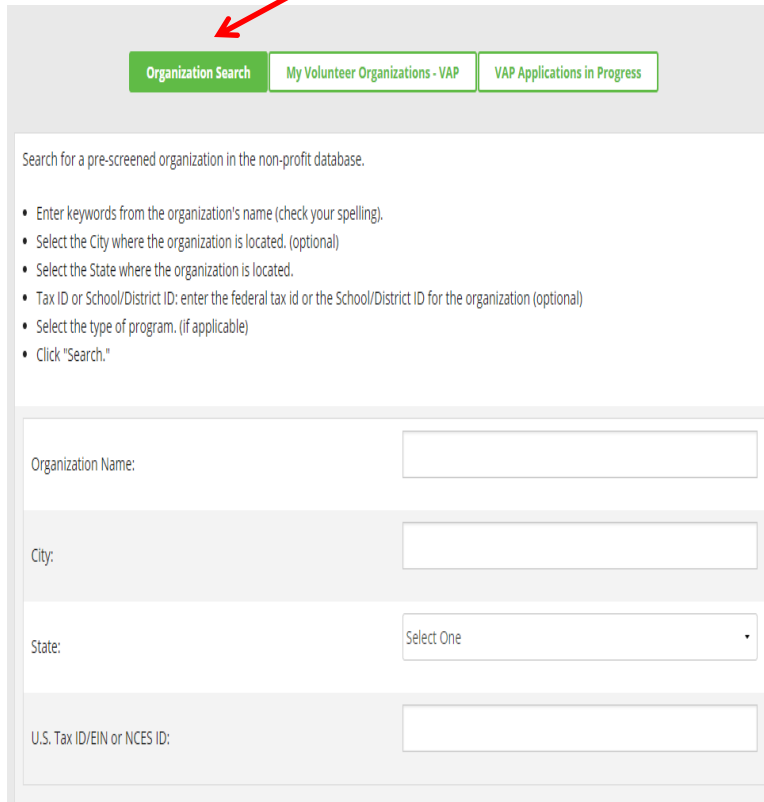
Step 8: Click on “Click to Record VAP Hours”.



>> Click to Record VAP Hours

Individual VAP is for associates who volunteer their time and talent for an eligible organization. Associates must volunteer at least 25 hours to request a VAP grant.

Step 9a: If this is the first time you key a VAP grant application ,
Click “Organization Search”.



The screenshot shows a web interface with three buttons at the top: 'Organization Search' (highlighted in green), 'My Volunteer Organizations - VAP', and 'VAP Applications in Progress'. Below the buttons is a search instruction: 'Search for a pre-screened organization in the non-profit database.' This is followed by a list of instructions: 'Enter keywords from the organization's name (check your spelling)', 'Select the City where the organization is located. (optional)', 'Select the State where the organization is located.', 'Tax ID or School/District ID: enter the federal tax id or the School/District ID for the organization (optional)', 'Select the type of program. (if applicable)', and 'Click "Search."'. Below these instructions are four input fields: 'Organization Name:', 'City:', 'State:' (with a dropdown menu showing 'Select One'), and 'U.S. Tax ID/EIN or NCES ID:'.

Here is the information needed to select the Crossroads of
America Council.



Crossroads of America Council, Boy Scouts of America
/BOY SCOUTS OF AMERICA
7125 Fall Creek Road North
Indianapolis, IN 46256
Telephone Number: 317-813-7125
Fax Number: 317-813-7126
Website Address: <http://www.crossroadsbsa.org>
U.S. Tax ID/EIN: 35-0867962

Step 9b: If you wish to key a VAP grant application for an organization that you have previously keyed an application for, Click on “My Volunteer Organizations – VAP”

The following are organizations that you have volunteered with in the past. To record new hours for one of the organizations select the button next to its name, select the Type and then click the "Create Application" button.

If an organization you previously volunteered with is now showing as ineligible, please [click here](#) to send an email to the organization and ask that they update their organizational profile.

Select	Organization Name	Remove from List
<input type="radio"/>	Crossroads of America Council, Boy Scouts of America (Indianapolis, IN)	

[Create New](#)

Select the Radio button next to the organization that you would like to key the VAP grant application for.

Then Click on “Create New”

Step 10: Complete the required information on the web form. Here is an example.



*Hours Volunteered Enter the number of hours you volunteered here. (Minimum 25 hours)
28

*Volunteer Start Date Date volunteering began
01/23/2018

*Volunteer End Date Date volunteering ended
03/16/2018

*Volunteer Activity Summary Please describe your activities as a volunteer. Please include as much detail as possible; your volunteer story may be selected to communicate internally/externally. **NOTE:** Walking/exercising on your own time; wearing t-shirts, pins and other paraphilia; training for relays or other events are NOT eligible for VAP. [Click here](#) to review our one page guidelines.
I served as the Area 6 Central Region Outdoor Ethics Advocate. In this role, I assisted Council advocates with their outdoor ethics programs and training opportunities. I met with members of the council development staff to explore ways in which I may be able to assist their teams, and served on the Council training committee. I conducted a Tread Lightly! trainer course for Buffalo Trace Council in the Area. I represented Area 6 at the
(1448 character(s) remaining)

*Location of Volunteer Activity Where was the volunteer activity held?
Central and Southern Indiana.
(1971 character(s) remaining)

*Volunteerism Location Did the volunteerism occur inside a Walmart facility?
No

*Compensation for Time Did you receive monetary or any other compensation for your volunteer work?
No

*Organizational Focus Area Please choose the focus area that your organization falls under. If not listed, choose the closest match.
Education

Board Service Was this volunteerism activity related to serving on the board of directors for this organization?
No

*Organization Representation Was an organization representative present at the volunteer activity?
Yes

*Church Activity Was the volunteer activity at/with a church?
No

*Activity Purpose Was this activity for the purpose of raising funds for the entry/registration fee for an event or sponsorship (either for an individual or a team)?
No

*User Agreement - VAP By checking the box below, you certify that you have read the VAP guidelines and FAQs and, to the best of your knowledge, the information you are submitting is accurate and complies with the policies of this program.
Any associate found to have submitted a false or fraudulent VAP application will be banned from utilizing VAP for future requests and may be subject to disciplinary action up to and including termination of employment.
 I agree

Step 11: Review the VAP Application.

If the application is not correct and/or you would like to make a change then Click “Make a Change”

If the application is correct, Click “Submit”

VAP Application

*Hours Volunteered	28
*Volunteer Start Date	01/23/2018
*Volunteer End Date	03/16/2018
*Volunteer Activity Summary	I served as the Area 6 Central Region Outdoor Ethics Advocate. In this role, I assisted Council advocates with their outdoor ethics programs and training opportunities. I met with members of the council development staff to explore ways in which I may be able to assist their teams, and served on the Council training committee. I conducted a Tread Lightly! trainer course for Buffalo Trace Council In the Area. I represented Area 6 at the Central Region Outdoor Program Meeting and presented two sessions relating to outdoor ethics and conservation.
*Location of Volunteer Activity	Central and Southern Indiana.
*Volunteerism Location	No
*Compensation for Time	No
*Organizational Focus Area	Education
Board Service	No
*Organization Representation	Yes
*Church Activity	No
*Activity Purpose	No
*User Agreement - VAP	I agree

[Submit](#) [Make a Change](#) [Save Only](#)

Step 11: Click “Generate Receipt for Nonprofit Organization”

1 VAP Application 2 Review Information 3 Print Non-Profit Information

Print Non-Profit Information

To print a copy of this completed application go to 'File', then 'Print' on your computer's browser toolbar. Click here to [return to the Home page](#) when you are finished.

In order to complete your application and submit it to the Walmart Foundation, the organization must verify your application. Please click the below button to begin this process.

[Generate Receipt for Nonprofit Organization](#)

The application cannot be approved until the organization verifies your volunteer hours.

Step 12: Either print the receipt or annotate the Gift ID, and give the receipt or gift ID and your last name to a representative of the organization.

Please ask the associate to review the program guidelines for this year's deadline as it may change

Once logged in, YOU MUST:

1. Create or **update** your contact and organization information.
2. Locate the application by entering the **Gift ID: 127425325 and Donor's Last Name: MELTON** in the appropriate fields and click the "Search" button.
3. On the next screen click the number in the Gift ID column.
4. Verify the number of hours volunteered by JOHN MELTON by answering the Yes/No question on the Associate Information screen. Then click the "**Submit**" button at the bottom of the screen to complete the verification process.
5. You will be taken to the 'Summary of Today's Activity' screen where the verification you just completed will be displayed. Please note: confirmation is not complete until you see this screen.