

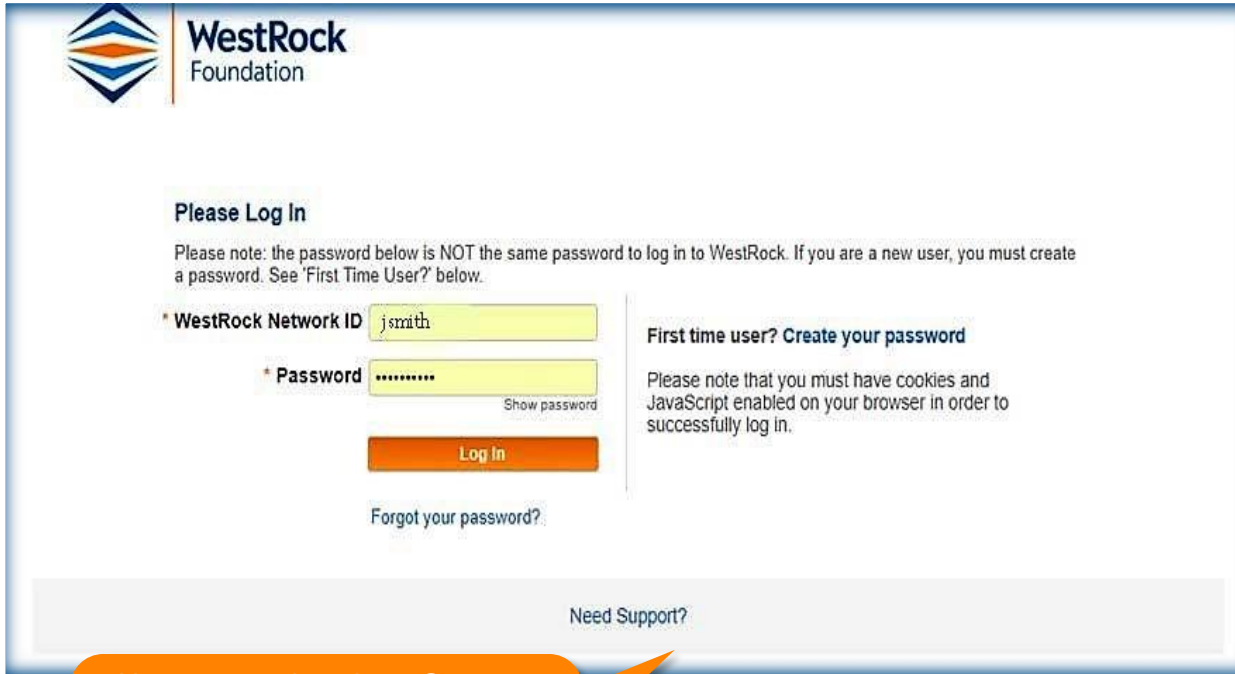


Applying for a **Grants** for **Volunteers Grant**



WestRock
Foundation

Log into the volunteer portal



The screenshot shows the WestRock Foundation login page. At the top left is the WestRock Foundation logo. Below it, the text "Please Log In" is displayed. A note states: "Please note: the password below is NOT the same password to log in to WestRock. If you are a new user, you must create a password. See 'First Time User?' below." There are two input fields: "WestRock Network ID" with the text "jsmith" and "Password" with a masked password "*****". A "Show password" link is next to the password field. Below the fields is an orange "Log in" button. To the right of the fields is a section titled "First time user? Create your password" with a note: "Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in." Below the login button is a link "Forgot your password?". At the bottom of the page is a link "Need Support?".

Have a question about Grants for Volunteers or need help with your application? Click here to contact our Corporate Giving team.

Log in tips:

Your WestRock Network ID is the login name you use to access WestRock devices and the network.

Don't know your Network ID? Try first initial and last name or check with your manager or local HR representative.

If you have not previously applied for a volunteer grant, click on 'First time user' to create a password.

Search for an organization

Enter the name of the organization you volunteered with and the state in which they are located, then click search.

Click on Grants for Volunteers.

The screenshot shows the WestRock Foundation website interface. At the top left is the WestRock Foundation logo. To the right, it says "Welcome, John Smith!" and "Edit Profile | Logout". Below the logo, there are navigation tabs: "Home", "Grants for Volunteers" (highlighted), and "Teamwork Matters".

Under the "Grants for Volunteers" tab, there is a "Search for Your Organization" section. It includes a text input for "Organization Name:", a dropdown menu for "State:" with "Select One" selected, and a "Search" button. Below this, it says "Click the 'Create New' link next to its name in your Program History".

To the right of the search section, there are three tabs: "HISTORY" (highlighted), "PROGRAM PROFILE", and "FREQUENTLY ASKED QUESTIONS". Below these is the heading "Grants for Volunteers - History" and the text "Your grants history is below.".

A table displays the grants history:

Action	Organization Information	Type	Description	Status
Create New	Girl Scouts of Greater Atlanta Inc.	Grants for Volunteers	40 hours on 01/16/2018 - 03/09/2018	Contribution has not been verified.

At the bottom of the page, there is a link that says "Need Support?".

Select your organization

Organization search tips:

If you receive too many search returns, click on advanced search to narrow your search criteria.

If the organization is not in our database, click on the hyperlink for 'request for consideration' and complete the required fields. We will get them set up for you.

Home Grants for Volunteers Teamwork Matters

Search for Your Organization

If you would like to support a new nonprofit agency:

1. Provide a few key words from the nonprofit agency's name.
2. Pick the state where the nonprofit agency is located.
3. Click "Search".

Suggestions:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For example, if you're looking for "South Elementary School Parent Teacher Organization", just search for "South School".
- If you're not receiving any results, try a basic search.

If you do not see the organization or chapter for which you are looking, please click request for consideration and complete the form.

Organization Search Criteria
* indicates required field

Organization Name:

State:

City:

U.S. Tax ID/EIN or NCES ID:

Home Grants for Volunteers Teamwork Matters

Search for Your Organization

If you would like to support a new nonprofit agency:

1. Provide a few key words from the nonprofit agency's name.
2. Pick the state where the nonprofit agency is located.
3. Click "Search".

Suggestions:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For example, if you're looking for "South Elementary School Parent Teacher Organization", just search for "South School".
- If you're receiving too many results, try an advanced search.

Organization Search Criteria
* indicates required field

* Organization Name:

* State:

Search Results Search for Your Organization

The results of your search are displayed below. Please select the organization to which you would like to register your volunteer hours to continue.

Suggestions:

- Make sure that all words are spelled correctly.
- Try using fewer keywords. For example, if you're looking for "South Elementary School Parent Teacher Organization", just search for "South School".
- If you're receiving too many results, try an advanced search.

Organization Name	Address	Action
Organization Name Girl Scouts Of America, Concharly Council Girl Scouts, Concharly Council, Columbus, Georgia	Address 1344 13Th Avenue Columbus, GA 31901-0000 United States	Action <input type="button" value="Select"/>
Organization Name Girl Scouts of Greater Atlanta Inc.	Address 5601 N Allen Road Mableton, GA 30126-2629 United States U.S. Tax ID/EIN: 580566190	Action <input type="button" value="Select"/>
Organization Name GIRL SCOUTS OF HISTORIC GEORGIA INC	Address 6869 COLUMBUS RD LIZELLA, GA 31052-3610 United States U.S. Tax ID/EIN: 580566191	Action <input type="button" value="Select"/>

Click Select next to the correct organization to apply for your volunteer grant.

Complete volunteer service application

Spouse/partner application tip:

WestRock team members and their spouse or partner are eligible for a combined three grants per year.

WestRock team member information is automatically imported into the application. If you are completing an application on behalf of your spouse/partner, enter their name in the requested field.

Volunteer Service Data Review Information Don't Forget the Most Important Step!

Volunteer Service Data * indicates required field

***Recipient:**
Girl Scouts of Greater Atlanta Inc
5601 N Allen Road
Mableton, GA 30126-2629
U.S. Tax ID/EIN: 580566190

Name of Spouse (if donor is not employee)

* Check appropriate box

- Public School - US
- Private School - US (must be tax-exempt under Internal Revenue Code Section 510 (c)(3))
- Public School - Canada
- Private School - Canada
- Tax-exempt under Internal Revenue Code Section 501(c)(3)
- Government/Public Organization - US
- Canadian Registered Charity
- Government/Public Organization - Canada

Hours of Volunteer Service (minimum 25 hours)
Hour & Half Hour
 hour(s) minute(s)

* Volunteer Start Date
 MM/DD/YYYY

* Volunteer End Date
 MM/DD/YYYY

Description of Volunteer Activity

(2000 character maximum)

Memo
If your gift is designated to a specific program, event, or department, please enter that information here. For example: Girls' Basketball, Science Department, ect.

* Please confirm the following: I hereby confirm that the volunteer service has been performed in the amount indicated.

[Save and Proceed](#) [Return to Home Page](#)

Review and submit your application

Volunteer Service Data **Review Information** Don't Forget the Most Important Step!

Review Information

* indicates required field

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to WestRock Foundation and you will then be unable to perform further editing.

***Recipient:**
Girl Scouts of Greater Atlanta Inc
5601 N Allen Road
Mableton, GA 30126-2629
U.S. Tax ID/EIN: 580566190

Volunteer Service Data

Name of Spouse _____

* Check appropriate box: Tax-exempt under Internal Revenue Code Section 501(c)(3)

Hours of Volunteer Service (minimum 25 hours) 25 hour(s) minute(s)

* Volunteer Start Date 02/27/2018

* Volunteer End Date 02/27/2018

Description of Volunteer Activity _____

Memo _____

* Please confirm the following: Yes

Application review tip:

Prior to submitting your application, confirm that the organization information is correct and the correct number of volunteer hours are listed.

A minimum of 25 hours is required to apply for a grant, but list the actual number of hours you volunteered over the course of the year.

Send the organization receipt

Volunteer Service Data Review Information **Don't Forget the Most Important Step!**

Don't Forget the Most Important Step! * indicates required field

Your proposal was successfully submitted to the WestRock Foundation. To print a copy of the application you just completed, go to "File" then "Print" on your browser toolbar. In order to get the company match for your contribution, you MUST print or email a receipt of your transaction by clicking the button below. Click here to return to the homepage when you are finished.

Generate Receipt for Nonprofit Organization

Email Confirmation Receipt

IMPORTANT! Don't forget to print or email your receipt using the button above. This will be sent to your non-profit organization, and contains information they will need in order to collect on the company match.

***Recipient:**
Girl Scouts of Greater Atlanta Inc
5601 N Allen Road
Mableton, GA 30126-2629
U.S. Tax ID/EIN: 580566190

Volunteer Service Data

Name of Spouse _____

* Check appropriate box Tax-exempt under Internal Revenue Code Section 501(c)(3)

Hours of Volunteer Service (minimum 25 hours) 25 hour(s) minute(s)

* Volunteer Start Date 02/27/2018

* Volunteer End Date 02/27/2018

Description of Volunteer Activity _____

Memo _____

* Please confirm the following: Yes

Return to Home Page

Important step!

In order to receive a grant, the organization must verify your volunteer hours. Don't forget to generate the nonprofit receipt and send to them via email or US mail.

Grants for Volunteers checks are mailed quarterly in January, April, July and October. Periodically check the portal to ensure the organization has validated your hours and if not, remind them to do so.