ECOLAB GIVING SITE
FOR ALUMNI OF ALL ECOLAB SUBSIDIARIES
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New Online Process

- Go to www.ecolab.com/alumni
  - This is a ‘hidden’ page so you cannot search for it. You have to type in this webpage address.

- Scroll down to Ecolab Giving Site and Matching Gift Program page

- Click More
Signing Up

Once on the Ecolab Giving Site and Matching Gifts Program page, click on the link highlighted in yellow to access the Ecolab Giving Site.

Click HERE to access the Ecolab Giving Site:

1. If you already have an account, sign in (if you forgot your password, don’t worry, click on “I forgot my password” and you will be sent an email from Good Done Great).
2. If you retired AFTER August 2015 and you want to retain your Community Giving Campaign History, please call the Ecolab Foundation office so we can see if you had an employee account that can be migrated to a retiree account. 651.250.3159.
3. All others, click on Create an Account, and once you access the site, please complete the special instructions below.

- **SPECIAL INSTRUCTIONS after Creating an Account**: click this link for a download of these instructions. After you sign in, hover over your name in the top right corner. You must complete these steps or verify that these fields are filled in properly to be eligible for the matching gift, dollars for doers, and board leadership programs. They are system requirements. Thank you for taking the time to complete this sign-in process.
If you have not yet registered click on **Create an Account** as shown in Figure 1.

Next complete the fields as shown in Figure 2, then click on **Create an Account**.

An email from Ecolab Giving will be sent to your registration email address asking you to click on the link to verify your email.

Click on that link and it will bring you back to the sign-in page to sign in and proceed.
Signing In - Current Users

- If you already set up an account in the fall/winter of 2015 for the Ecolab Giving Site, please sign-in using your email account and password. If you forgot your password, don’t worry, click on “I forgot my password…”

- If you retired after August 2015, please contact our office so we can see if you had an employee account that we can migrate to a retiree account. 651.250.3159; ecolabfoundation@ecolab.com
Ecolab Giving Site – Home Page

Home page – Welcome and Instructions

Welcome to the Ecolab Giving Site!

--Click on GIVE:
- Matching Gifts
- Community Giving Campaign

--Click on VOLUNTEER:
- Then My Volunteering for Dollars for Doers and Board Leadership
- To find or coordinate a project in my area

Please note the Employee Data Privacy Policy which is also referenced in FAQ’s.

Dollars For Doers Program 2016

$200 to a qualifying 501(c)3 organization where you volunteer 26+ hours in a calendar year.

Volunteer Log Hours
MATCHING GIFTS TO EDUCATION & PUBLIC BROADCASTING
Matching Gifts to Education & Public Broadcasting

Click on **Give** at the top
Matching Gifts to Education & Public Broadcasting

- Choose Public Broadcasting or Education
- Click on RECORD A DONATION
Type in the name of the organization; Click SEARCH
Click on the name of the organization
Enter the **date of the donation** from your donation receipt.
Matching Gifts to Education & Public Broadcasting

Next you will enter the **amount of your donation**

**NOTE:** Program guideline reminders are in blue

This reminder will also indicate the amount of money you have left to match for this year
Matching Gifts to Education & Public Broadcasting

- Click on the Request a match box
- If you don’t do this step, no match will be requested, only your original donation to the organization will be recorded
Matching Gifts to Education & Public Broadcasting

- Fill in the required fields
  
  **A)** Enter the **amount you donated**, you must also determine the amount you want matched.
  
  **B)** Fill in the **amount you want matched** (up to $100 for public broadcasting or up to $1000 for education)

- Deadline is Nov. 30th of each year
Matching Gifts to Education & Public Broadcasting

- **Upload** a verified receipt

- A verified receipt from the organization includes:
  - Name & address of organization
  - Name of donor
  - Date of donation
  - Tax deductible amount of donation
  - Organization’s tax ID number (EIN) and/or school NCES number

![Image of a verified receipt from Wisconsin Public Radio](WPR DONATION RECEIPT.DOCX)

Receipt upload can not be more than 1.5MB
Matching Gifts to Education & Public Broadcasting

- Fill out the **Special Instructions** (optional)
- Complete **Additional Information** using drop down menus (required)
- Click on **RECORD DONATION**
- If the RECORD DONATION button doesn’t work, review the form and make sure all required fields (marked with red asterisks) are complete
Matching Gifts to Education & Public Broadcasting

- You will see a green pop up confirmation message and you will receive an **email** after successfully submitting the request.

- Matching gift requests and verified receipts will be checked by Ecolab Community Relations.

- Grants will be processed by Good Done Great, our vendor partner.
Matching Gifts to Education & Public Broadcasting

- Track your giving and matching requests
- Hover over your name, pull down to History
- Under History, pull down to Giving
- You will see **TWO** entries per request:
  - The *actual gift* you gave to the organization
  - The *match* you requested from Ecolab
DOLLARS FOR DOERS
Click on Volunteer at the top
Click on **My Volunteering** drop down to see **Dollars for Doers**
Next click on **Log Hours**
This is the page you will see with these guidelines:

Log Hours

STOP READ THESE GUIDELINES!

For Dollars for Doers program:

- Track your personal volunteer hours towards a Dollars for Doers match.
- If you volunteer 25+ hours with a qualifying nonprofit organization, it may be eligible for a Dollars for Doers match of $200.
- Click here for guidelines for qualifying organizations.
- After logging hours, go to My Volunteering and click on Dollars for Doers to see if your hours are eligible for a match (you will see an APPLY button).
Dollars for Doers – Log Hours (Step One)

- Pick from the Program drop down: Dollars for Doers Volunteer Program
- For Project select No Project/Other (this is to log personal volunteer hours)
- Complete the required fields outlined in red
  - Organization
  - Hours volunteered (enter as you go along or once you reach 25+ hours)
  - Date volunteered (must be within the current calendar year; if you volunteered for date range, then just enter the date you are making the request)
- Feel free to Share Your Story about your volunteer experience!
- Then click Log Personal Hours to complete
Dollars for Doers – Apply for the Grant (Step Two)

Once the program criteria is met under Log Hours

- Hover over My Volunteering, click on Dollars for Doers
- If you have met the requirements, you will see an Apply button
- Click on Apply
When filling out the form, complete all fields (as shown)

For Sub-Focus Area, choose C&C: Dollars for Doers

Click SUBMIT button
Dollars for Doers

- The grant amount will show on the Dollars for Doers page under the **Amount** column.

- Please note, **YOU MAY ONLY APPLY ONCE PER YEAR PER ORGANIZATION. Ignore the Grant Status column.**
Dollars for Doers

- Track the status of your requests
- Hover over your name, pull down to History
- Hover over History, pull down to Volunteer Grants

Please note, an enhancement to site with a title update of this drop down to Volunteer Grants instead of Dollars for Doers.
BOARD LEADERSHIP
Click on **Volunteer** at the top
Click on **My Volunteering** drop down to see **Board Leadership** program
Click on **Board Participation** to enter your board information.
On the Board Participation page, click on Add New and complete the required information.
After you click **Save**, click **Volunteer** at the top of the page, then hover over **My Volunteering** drop down and click on **Board Leadership**

Now you will see your board participation listed and you can click on **Apply** to request the grant
Board Leadership

- When filling out the form, complete all fields (as shown)
- For Sub-Focus Area, choose **C&C: Board Leadership**
- Click **Submit** button
- The grant amount will show on the Board Leadership page
After you hit **Submit** you will see confirmation messages at the bottom right.

Grants will be processed by Good Done Great, our vendor partner.
Board Leadership

- Track the status of your requests
- Hover over your name, pull down to **History**
- Hover over **History**, pull down to Volunteer Grants

Please note, an enhancement to site with a title update of this drop down to Volunteer Grants instead of Dollars for Doers.
VOLUNTEER PROGRAMS
Volunteer/Projects/Find a Project

To find any projects featured in your geographic area:

- Click on Volunteer
- From the Projects drop down menu, select Find a project
Volunteer/Projects

Ecolab has established partnerships with several charities including Habitat for Humanity, Boys and Girls Clubs, The Nature Conservancy, and Second Harvest Heartland.

To coordinate a project:
- Click on Volunteer
- From the Projects drop down menu, select Suggest a Project

![Volunteer/Projects interface screenshot]
From the Program dropdown menu, select “Suggest a Project for My Group/Team”
Volunteer Project – Complete Online Form

Complete the online form

Please note:

- **Sponsor/Partnering Organization** pulls from a database of IRS verified charities
- **Location** pulls from Google Maps
- If you see the **Team Volunteer Project** box, check it

Once complete, click on blue **Create Project** button

You’ll receive an email stating:
**Project Suggestion Received.**

Ecolab Community Relations will approve based on alignment with Ecolab Foundation guidelines and parameters
Volunteer Project
Next steps

- If the project aligns with the Ecolab Foundation guidelines and parameters, you will receive an email stating the project has been approved.
- Go back into site
  - Click on Volunteer
    - Click back into project you created

![Volunteer Project screenshot]
Volunteer/Admin Tab

- A new tab will appear called **Admin**
  - Under Admin you can update
    - Event Information
    - Settings
    - Volunteers
Volunteer/Admin Tab/Event Information

Admin/Event Information Tab
- Confirm project details or make any adjustments

Admin/Assignments Tab
- Add additional time slots to original project (if needed)
Volunteer/Admin/Event Information Tab/Assignments

Click on the Assignment to open and edit

- Add maximum amount of participants (if needed)
Volunteer/Admin/Settings Tab

- Add another coordinator
- Set age requirements
- Attach a waiver
- Auto register volunteers
Volunteer/Admin/Settings/Questionnaire Tab

- Admin/Settings/Questionnaire Tab
  - Click on **New** and create questions
    - T-shirts needed
      - i.e. “If you need an Ecolab Volunteer t-shirt, please indicate size and Ecolab mailing address
    - Dietary restrictions

- Admin/Settings/Responses Tab
  - Will display and allow export of responses to CSV file
Invite Others

- Copy and paste the Ecolab Giving Site Volunteer Project URL using your personal email to invite others OR
- Use the Invite button on the site and follow prompts
  - Please note emails will be sent from “Ecolab Giving” email address
You can **Search** for and **Select** Alumni that have already signed up in the system **OR** employees names from the global list.

Invite Others using Global List

- James Sabens
- James Schiemer
- Jamos Schmidt
- James Schnick
- James Schrei
- James Schroeder
- James Schulz
- James Scoggin
- James Scott
- James Seifert

Select people to invite to the project via email.
Volunteer/Admin/Volunteers Tab

- Admin/Volunteers - you can view who has signed up
- Volunteers/Roster Tab - you can export a CSV file of the volunteers
Volunteer - Post Project

When volunteer event is complete:

- Volunteers will receive an email requesting them to log their volunteer hours – this helps track hours to accumulate and qualify for the Dollars for Doers program
- Share any pictures of your teams volunteer day with Communityrelations-volunteerservices@ecolab.com for sharing on Ecolab internal and external social media and publications
Questions?

Contact via email:

- Matching Gifts to Education & Public Broadcasting
  ecolabfoundation@ecolab.com

- Dollars for Doers/Board Leadership
  ecolabfoundation@ecolab.com

- Volunteer related questions
  Communityrelations-volunteerservices@ecolab.com
"Ecolab may use your personal data in order to administer the Good Done Great program, including, but not limited to, sharing of your personal data with third party Good Done Great. In administering Good Done Great, we will treat your personal information consistent with Ecolab's Employee Privacy Policy [this link should be live when you click it] and Ecolab's Data Privacy Compliance Manual, available via the Law page on Inside Ecolab. Any questions regarding use of your personal data can be directed to EcolabFoundation@ecolab.com or dataprivity@ecolab.com."