

Guidelines

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Introduction

The Amgen Staff Volunteer Program (ASVP), established by the Amgen Foundation, encourages eligible staff members to participate in community service activities. An initial 15 hours of individual volunteer service with an eligible organization can yield a \$500 Volunteer Service Grant to that organization. In addition, each hour of service after the initial 15 hours can yield \$25 per hour to the organization for which the original 15 hours of volunteer service were performed, up to an annual maximum of \$2,000 per full-time staff member and \$1,000 annual maximum per part-time staff member. Hours cannot be combined between two or more eligible organizations that have received volunteer service.

Eligibility

Regular, active, full-time and part-time staff of Amgen Inc. and its affiliates and subsidiaries based in the United States and Puerto Rico, as well as members of the Board of Directors of Amgen Inc., are eligible to participate. Temporary employees, leased employees, interns, co-ops, independent contractors or consultants are not eligible to participate in the program.

Eligible Institutions and Organizations

The Amgen Foundation deems eligible for ASVP participation select organizations that are recognized by the Internal Revenue Service as tax-exempt public charities under Sections 501(c)(3) and 509(a)(1), (2), (3) of the Internal Revenue Code, and which are located in the United States and Puerto Rico. In addition, the Amgen Foundation considers time volunteered at governmental organizations located in the United States and Puerto Rico recognized by the Internal Revenue Service under section 170 (c)(1) where the purpose of the service is to support a charitable, educational, scientific or literary purpose.

Note: Not all organizations that meet the requirements above are eligible for the ASVP. See the "[Exclusions](#)" section in these Guidelines for details.

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Exclusions

The following activities/organizations are not eligible for participation in the ASVP:

- Support to individuals
- Fundraising or participation in sports-related events (e.g., walk-a-thons, jog-a-thons, bike-a-thons)
- Religious organizations are also excluded unless the volunteering activity is part of a program that is secular in nature and benefits a broad range of the community (e.g. homeless shelters and soup kitchens). The program must have a formal, secular mission statement and its budget and staff must be separate from any affiliated religious institution. Additionally, the Volunteer Service Grant must be designated to the secular program.
- Political organizations or lobbying activities
- Private foundations
- Organizations not qualified as tax-exempt by the IRS under Sections 501(c)(3) and 509(a)(1), (2), (3) or 170(c)(1) of the U.S. Internal Revenue Code in the U.S.
- Organizations that discriminate on the basis of race, color, creed, sex, national origin, sexual orientation, veteran or disability statuses
- Corporate sponsorship activities
- Gifts made into donor advised funds

NOTE: Organizations approved in the past may not qualify for the Amgen Staff Volunteer Program in subsequent periods if new information is received regarding the loss of their tax status or change in their mission or their programs that indicate the organization now falls outside of the Amgen Staff Volunteer Program guidelines. However, absent such new information, previously approved organizations are likely to be approved.

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Volunteering Activities Requirements

For an initial 15 hours of individual volunteer service for an eligible organization, a staff volunteer may request a Volunteer Service Grant of \$500 to the eligible organization that received the volunteer service. Each hour of individual volunteer service performed after the initial 15 hours for the same eligible organization will yield \$25 per hour, up to an annual maximum of \$2,000 per full-time staff member and \$1,000 annual maximum per part-time staff member. Hours cannot be combined between two or more eligible organizations that have received volunteer service.

Volunteering activities must be performed on staff's personal time to be considered eligible for the ASVP.

In order for the volunteering activity to qualify for consideration by the ASVP, the participant or the participant's immediate family cannot receive any direct benefit in exchange for his/her volunteer services, nor can any reimbursement be provided to the participant in exchange for such volunteer service. In addition, volunteer service must actually be completed. A pledge to later complete volunteer service does not meet the criteria of the ASVP Guidelines.

Note: Volunteering activities performed as part of Amgen team building activities that are part of a required departmental activity, or are initiated by a supervisor or department, are not eligible for the program, whether or not they take place during normal working hours.

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Volunteer Service Grant Application Procedure

Submit your ASVP Volunteer Service Grant request electronically through the [ASVP website](#). Once participants have completed and recorded the required hours, a Volunteer Service Grant request may be submitted through the system.

Additional requirements:

- Volunteer Service Grant requests must be submitted by January 31 of the following year in which the volunteer activity occurred. For example, a volunteer donating time from January 2006 to December 2006 must submit Volunteer Service Grant requests by January 31, 2007. Volunteer Service Grant requests submitted after this deadline will not be considered.
- The volunteer period submitted to the Amgen Foundation through ASVP Online must start and end within the same calendar year.
- All volunteer activities must be verified by the recipient organizations in order to be processed by the Amgen Foundation.

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Payment of Volunteer Service Grants

Eligible requests are processed and paid to organizations on a monthly basis. Requests to previously validated organizations are generally paid within 60 days after each volunteer service grant request is received.

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Amendment/Termination of ASVP

The Amgen Foundation reserves the right to terminate, suspend and/or change the terms of the ASVP at any time. The interpretation, application and administration of the ASVP shall be in the sole discretion of the Amgen Foundation.

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Questions

If you have any questions regarding the ASVP, please call 866-297-6507 or email amgenasvp@easymatch.com.

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