



## LANL/LANS Employees & Retirees who Volunteer

All LANL/LANS employees who register at the Lab's volunteer site are recognized for the hours they donate to their communities. In addition, LANL makes a dollar donation in the name of their employees/retirees who volunteer a minimum of 100 hours of time for any number of organizations.

Volunteer times and donation ranges are for 100-249 hours of time, \$100 donated; 250-499 hours of time, \$250 donated; 500 hours and above, \$500 is donated. Hours are tracked on a calendar year basis. At the end of the year, volunteers will be contacted by LANS and asked how they would like to designate the donation (for instance, in thirds to the organizations they volunteered for, or all hours attributed to one organization).

*YMCA volunteers who work for or are retirees of the Lab are encouraged to record their service to the YMCA. Thanks to all volunteers for their consideration!*

Here are the steps to follow:

- 1) Employees/retirees must first register through <http://lanl.volunteermatch.org/> online.
- 2) Employees/retirees must create an account and log-in with VolunteerMatch before they can refer themselves to nonprofits. This includes people who are already volunteering.
- 3) Once employees have volunteered, they can log their hours on the site to track what organization they are helping and how often.
- 4) More information about the VolunteerMatch program may be obtained by calling LANL's Community Programs Office at (505) 665-4400, or by email at [volunteermatch@lanl.gov](mailto:volunteermatch@lanl.gov) .
- 5) The CPO office has said the system wants people to log the hours daily, but there is no problem with people logging time in periodic blocks. For instance, if a coach volunteers 30 hours during a 3-month period, the coach may enter the time as 10 hours/day for 3 days, or 24 hours in one day and 6 hours on a second day.