



# Community Education Resource Application

The following application should be used by literacy programs delivered in multiple locations as well as cultural organizations including museums, science and arts centers.

## Introduction

As one of the nation's leading diversified financial services organizations, PNC understands that investing in the future of children makes good sense—the returns on investments in high-quality pre-kindergarten education and school readiness initiatives are significant and long-lasting. That's why we created *PNC Grow Up Great*, a ten-year, \$100 million school readiness investment to improve the lives of millions of children from birth to age five, their families and communities. As part of this investment, PNC employees have committed to volunteer an estimated one million hours to assist non profit, pre-kindergarten educational programs.

To help connect them, we've created a ground breaking employee volunteer program with:

- An internal online database of volunteer opportunities that is accessible to all employees
- An orientation (led by early care experts) for employees so they know what to expect when entering a childcare facility and how to work with children and staff
- An infrastructure to guide and facilitate the background check process that is necessary when working with young children
- A time off policy that makes our employees eligible for 40 hours paid time each year to volunteer, so they're available on weekdays, nights and weekends

We are thrilled to invite you to join our *PNC Grow Up Great* volunteer program. Whether your program could use a hand mentoring children or with maintenance, office work, strategic planning, financial literacy workshops, marketing or other activities, we want to help support all the good that you do.

## Application Process

If you would like to register your organization to participate in the *PNC Grow Up Great* volunteer program, please complete the attached form. All applications will be accepted on a rolling basis, and should be processed within four weeks of submission. In order to expedite your request, please be sure to submit all required information and complete all questions. You will be notified in writing when your application has been reviewed.

## Criteria

In order to ensure positive volunteer experiences for both employees and child care providers, the following criteria should be met for facilities seeking to host *PNC Grow Up Great* volunteers.

- ✓ Be 501(c)(3) organization
- ✓ Have a portion of the mission and programs dedicated to children from birth to age five.
- ✓ Operate in eligible communities served by PNC (see end of document for list)
- ✓ Have been in existence for more than two years
- ✓ Be able to continue to operate as a going concern and meet all financial obligations as they arise in the course of business
- ✓ Reach low- to moderate-income populations through outreach or direct services
- ✓ Be able to report on volunteer activities on an annual basis using tools provided by PNC
- ✓ Use PNC volunteers in a substantive way



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## Basic Information

Organization name:

Address:

City, State, Zip:

Phone:

Fax:

Website:

Volunteer contact:

Contact phone:

Contact e-mail:

## About Your Organization

How many staff are employed by your organization?

Full-time:

Part-time:

Please indicate the populations served by your organization:

Children age 0-5: ☐ Yes ☐ No

Families/Caregivers: ☐ Yes ☐ No

Early childhood educators: ☐ Yes ☐ No

How long has your organization been in operation?

## About Your Organization (continued)

Please give a brief description of the ways your organization works towards improving the school readiness of children from birth to age five.

How does your organization's work impact low- to moderate-income families?

Does your organization currently work with PNC in any way? If so, please describe the nature of the relationship.

Is your organization currently involved in any legal disputes? If so, please describe (attach any additional information as necessary).



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## Volunteer Needs

Does your organization currently work with volunteers? If so, please give a brief description.

Who do/will volunteers report to (name and title)?

Please give a brief outline of how you will utilize PNC volunteers in your organization. Remember, be as creative as you'd like!

PNC may seek opportunities with the local media to publicize volunteer efforts. \*Is your organization willing to cooperate with media activities?

☐ Yes ☐ No

## Additional Materials

Please attach the following documents:

1. A copy of the current IRS determination letter:  
This letter is issued by the Internal Revenue Service and must recognize that your center is qualified under section 501(c)(3) of the Code and classified as a public charity under section 509(a)(1), section 509(a)(2), or section 509(a)(3)(B)(i) (a "Type 1" supporting organization), or section 509(a)(3)(B)(ii) (a Type 2 "supporting organization").
2. Your organization's mission statement
3. Most recent annual report
4. Signed verification statement

Feel free to attach any brochures or other information about your organization.

*\* Should PNC seek press opportunities with your organization, we will work with you to obtain release forms from all appropriate parents and/or caregivers.*



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## Verification Statement

The information provided in this application is subject to an annual audit by PNC. Please read and sign the statement below.

I, \_\_\_\_\_, confirm that the information provided in this application is true to the best of my knowledge, and that my organization is in sound financial and legal standing, able to operate as a going concern and to meet all our financial obligations as they occur in the course of our business. I understand that if information is found to be incorrect my organization may be disqualified from participating in the *PNC Grow Up Great* volunteer program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Community Education Resource Application

## Application Submission

Please submit the completed *PNC Grow Up Great* Volunteer Program Application to:

***PNC Grow Up Great* Volunteer Team**

Two PNC Plaza, 4<sup>th</sup> Floor

620 Liberty Avenue

Pittsburgh, PA 15222

E-mail: [growupgreatvolunteerism@pnc.com](mailto:growupgreatvolunteerism@pnc.com)

Attention: Volunteer Program Application Review

## Eligible Counties

**California**

**Connecticut**

**Delaware:** Kent, New Castle, Sussex

**District of Columbia**

**Florida:** Broward, Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Palm Beach, Seminole, St. Lucie, Volusia

**Illinois:** Adams, Boone, Brown, Bureau, Carroll, Cass, Champaign, Christian, Clark, Coles, Cook, Crawford, Cumberland, Dekalb, De Witt, Douglas, DuPage, Edgar, Effingham, Fayette, Ford, Fulton, Green, Grundy, Hancock, Henderson, Henry, Jasper, Jo Daviess, Kane, Kankakee, Kendall, Knox, La Salle, Lake, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marshall, Mason, Mercer, McDonough, McHenry, McLean, Menard, Monroe, Montgomery, Morgan, Moultrie, Ogle, Peoria, Piatt, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Shelby, Stark, Stephenson, St. Clair, Tazewell, Vermillion, Warren, Whiteside, Will, Winnebago, Woodford

**Indiana:** Allen, Bartholomew, Boone, Brown, Cass, Clark, DeKalb, Elkhart, Floyd, Hamilton, Hancock, Hendricks, Howard, Huntington, Jackson, Jasper, Jennings, Johnson, Kosciusko, Lake, LaPorte, Madison, Marion, Marshall, Miami, Montgomery, Morgan, Putnam, Ripley, Shelby, St. Joseph, Tipton, Washington, Wells, Whitley, Williamson

**Kansas:** Clay, Johnson, Platte, Wyandotte

**Kentucky:** Bell, Boone, Boyle, Bullitt, Campbell, Clark, Clay, Daviess, Fayette, Franklin, Hardin, Jefferson, Jessamine, Kenton, Know, Laurel, Madison, Oldham, Nelson, Scott, Whitley, Woodford, Warren,

**Maryland:** Allegany, Anne Arundel, Baltimore, Baltimore City, Calvert, Caroline, Carroll, Cecil, Charles, Frederick, Harford, Howard, Kent, Montgomery, Prince George's, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico, Worcester

**Massachusetts:** Framingham, Lynn, Middlesex, South Bridge, Towns of Falls River, Worcester

**Michigan:** Allegan, Alpena, Antrim, Barry, Bay, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Emmet, Eaton, Genesee, Gladwin, Grand Traverse, Iosco, Ingham, Isabella, Jackson, Kalamazoo, Kent, Lapeer, Livingston, Macomb, Manistee, Mason, Midland, Monroe, Montmorency, Muskegon, Oakland, Ogemaw, Ottawa, Saginaw, Shiawasee, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne.

**Missouri:** Franklin, Jackson, Jefferson, St. Charles, St. Louis City, St. Louis County, Warrenton

**New Jersey:** Atlantic, Bergen, Brown, Burlington, Butler, Camden, Cape May, Cumberland, Essex, Hudson, Hunterdon, Gloucester, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, Warren

**Ohio:** Adams, Akron, Ashland, Athens, Belmont, Boone, Bracken, Butler, Campbell, Canton, Carroll, Clark, Clermont, Columbiana, Coshocton, Clinton, Crawford, Cuyahoga, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Grant, Greene, Guernsey, Licking, Hamilton, Hardin, Harrison, Henry, Highland, Hocking, Holmes, Huron, Kenton, Knox, Jackson, Jefferson, Lake, Lawrence, Logan, Lorain, Lucas, Madison, Marion, Mahoning, Medina, Meigs, Miami, Monroe,

Montgomery, Morgan, Morrow, Muskingum, Noble, Pendleton, Pickaway, Pike, Perry, Portage, Richland, Ross, Scioto, Shelby, Stark, Summit, Trumble, Tuscarawas, Union, Vinton, Warren, Washington, Wayne, William, Wood, Wooster, Wyandot

**Pennsylvania:** Adams, Allegheny, Bucks, Butler, Carbon, Centre, Chester, Clarion, Clearfield, Columbia, Crawford, Cumberland, Dauphin, Delaware, Elk, Erie, Fayette, Forest, Huntingdon, Indiana, Jefferson, Lackawanna, Lancaster, Lawrence, Lehigh, Luzerne, Lycoming, McKean, Mercer, Monroe, Montgomery, Northampton, Perry, Philadelphia, Somerset, Warren, Washington, Wayne, Westmoreland, York

**Virginia:** Accomack, Arlington, City of Alexandria, City of Fairfax, City of Falls Church, City of Manassas, City of Manassas Park, Fairfax, Fauquier, Fredericksburg City, Loudoun, Northampton, Prince William, Spotsylvania, Stafford

**Wisconsin:** Milwaukee, Ozaukee, Walworth, Washington, Waukesha

## Contact Information

For questions regarding the *PNC Grow Up Great* volunteer program, please contact:

***PNC Grow Up Great* Volunteer Team**

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