

## Associates in Action Program Overview

At Kohl's, we believe that everybody has the ability to make a difference. Through our Associates in Action (AiA) volunteer program, our Associates continue to positively impact our local communities by volunteering for qualifying youth-serving, ages birth to 18 years, 501(c)(3) nonprofit organizations. In support of our Associates' volunteer efforts, Kohl's will provide a \$500 grant to qualifying organizations.

For our Hospital partners, Associates in Action volunteers can be used for initiatives that involve the Kohl's funded Health and Education program, or any other Hospital volunteer needs. Our Associates are informed of their hospital partners annually and can access information about their partner through Kohl's internal website or by emailing [hospitals@kohls.com](mailto:hospitals@kohls.com). Additionally, stores utilize this program for all local nonprofits, meaning the associates can volunteer with other nonprofits and the hospital partner is not limited to their partnering stores.

The largest component to making the Associates in Action program work, is building a strong relationship with your local stores! As you will learn below, submitting a request for volunteers through the Grant Management System, it is just as important as reaching out to the stores outside of the system to understand their ability/inability to fulfill your volunteer requests. Our Hospital Partners with the strongest AiA participation build strong relationships with their store and work together to determine great volunteer opportunities.

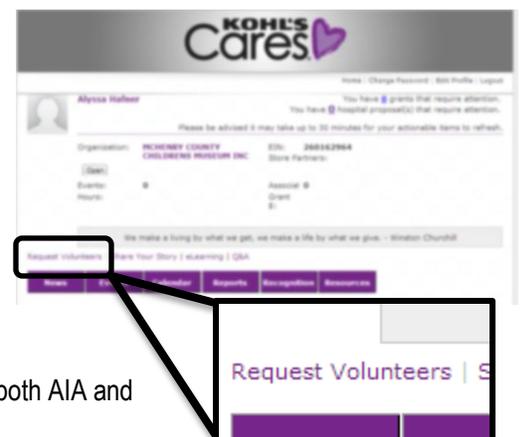
For an Associates in Action event to qualify for a \$500 grant, the following criteria must be met:

- A minimum of five Kohl's Associates from one Kohl's location must volunteer for a minimum of three consecutive hours in one day
- The activity must benefit a qualifying youth-serving, ages birth to 18 years, 501(c)(3) nonprofit organization (or breast cancer-focused 501(c)(3) nonprofits in Wisconsin)
- Funds must be used to directly support youth, ages birth to 18 years, community-wide

As our program is volunteer based, Associates may not be able to participate in every request; however, according to Associates, the number one reason for volunteering is "because someone asked."

## How to Ensure You Have AIA Access

1. Log into your account that you use for Hospital proposals.
2. Review your home page and see if you have a quick link that says "Request Volunteers".
3. If you have this link or use a separate account with a different EIN for AIA purposes, you are able to request Associates in Action volunteers.
4. If you do not have the link and would like to have this account work with your Hospital Proposal and AIA volunteer requests, email [hospitals@kohls.com](mailto:hospitals@kohls.com) with the following information:
  - a. Email Address used to log in the system with.
  - b. EIN that is used for the Hospital Proposal (which will now be used for both AIA and Hospital proposal).



## How to Request Volunteers

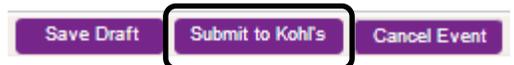
Please submit requests for volunteers 4-6 weeks prior to the event to allow stores enough time to attempt to recruit volunteers. Note: The Associates in Action program is 100% voluntary for our Associates and done on their personal time. Volunteers and the \$500 grant check cannot be guaranteed unless the event had five associates from one location volunteered for a consecutive three hours.

1. Click the Request Volunteer button from your portal.
2. Complete all the event details, being as descriptive as possible to help the store try to recruit!
  - a. When you select the number of locations that the event will be sent to, you are able to select one location for every five volunteers needed. With a maximum of nine locations.
  - b. If the locations you are looking for do not come up in the initial list of locations, scroll to the bottom of the window and select "Search by State".
  - c. If you are a Hospital Partner that has over ten or more store partners, select "50+" volunteers needed and submit the request. After you submit, email [hospitals@kohls.com](mailto:hospitals@kohls.com) the reference ID in the system and that you would like the event sent to all your store partners.

The screenshot shows a 'Location Selector' window with a table of store locations. The table has columns for #, Name, Address, City, Province, Phone, and Distance (miles). There are 10 rows of data. A 'Search by State' button is highlighted at the bottom of the window.

#	Name	Address	City	Province	Phone	Distance (miles)
1	882 ALDRICHUM	718 S BANGOLD RD	ALDRICHUM	IL		8.854
2	88 SPRING HILL	888 SPRING HILL VILL	WEST DUNDEE	IL		8.213
3	322 CRYSTAL LAKE	1422 CRYSTAL LAKE HWY	CRYSTAL LAKE	IL		8.212
4	148 HOSKOPFON	288 LAKE ARLING	HOSKOPFON	IL		10.287
5	288 SOUTH ELGIN	288 BANGOLD RD	SOUTH ELGIN	IL		11.224
6	115 SCHWABERS WEST	111 N BATHURSTON RD	SCHWABERS	IL		17.224
7	78 ST CHARLES	CHARLESTON HWY	SANT CHARLES	IL		17.224
8	425 HOSKOPFON	240 N HOSKOPFON RD	HOSKOPFON	IL		17.224
9	425 LAKE BURTON	475 N BANGOLD	LAKE BURTON	IL		18.224
10	710 DONALD	210 S CAROLINE RD	DONALD	IL		18.224

3. Once you have completed all the details, click the "Submit to Kohl's" button at the bottom of the request.
4. The request will be sent to store locations indicated to determine if they are able to attempt to recruit or not.
  - a. It is very important to follow up with the store location outside of the request to build the communication between the partner and the store.
  - b. As the volunteers cannot be guaranteed, communicating with the store leading up to the event will help you understand if the store is able to provide any volunteers.
5. If the store is able to recruit; you will receive a system notification that they will try to recruit for this event.
6. If the Store is unable to recruit or no action was taken on the event by the store 3 days prior to the event; the event will automatically be declined in the system.



Events can only be submitted in the system by the Hospital partner at least one week prior to the event. If you have worked with the store outside of the system and volunteers will be attending your event, instruct the store to create the event in the system within the week or after the event.

### How to Take Action in the System After an Event

1. If the event did not meet the criteria (less than 5 associates, not all from one location, less than three consecutive hours), log into the system and click CANCEL at the bottom of the event.
2. If the event met the criteria, the store will be required to log into the system after the event and verify all the information is correct.
3. Once the store completed their required action, the event will be submitted to you. You will receive an email notification when the event requires your attention.
4. At that point, log into the system and enter the grant. You will be required to verify the information and complete the legal language. Once this is complete; click Submit.
5. The event will continue through the approval process until it reaches Check Requested status, which means the check is being processed internally at Kohl's.
6. Once the check has been mailed, you will receive an email notification when you can expect to receive the check.
7. If you have not received the check four weeks after the check mailed date, you will be able to submit a Check Issue prompt through the system, to notify us.

### Questions

If you have any questions regarding the program, please email April Laabs ([april.laabs@kohls.com](mailto:april.laabs@kohls.com)) or Alyssa Hafner ([alyssa.hafner@kohls.com](mailto:alyssa.hafner@kohls.com)) and they will direct your email to the appropriate contact.