



CENTERSPACE CARES

VOLUNTEERING, GIVING, FUNDRAISING AND SPONSORSHIP GUIDELINES

Centerspace Mission

At Centerspace our mission is to provide a great home – for our residents, our team and our investors.

Centerspace Cares Vision

Strive to find meaningful ways to invest in the communities in which our team members live and work, making an impact on the communities where we operate.

What Centerspace Cares can support:

- K-12 Schools, Universities, Colleges and Secondary Institutions
- Non-profit Organizations Supporting Issues Such as Arts, Environment and Literacy
- Community Organizations
- Locals Sport Teams (With a focus on participants from a team member's family)
- Active Healthy Living Organizations
- Non-Profit Organization with a 501(c)(3) status in the geographic area Centerspace operates

What Centerspace Cares cannot support:

- Individuals (Fellowships, Stipends, Personal Assistance, Scholarships)
- For-Profit Ventures
- Religions Groups or Religious Purposes
- Capital Campaigns, Endowment Funds or Memorials
- Lobbying, Political or Fraternal Activities

Flexible Volunteer Time Program

- 32 hours is added to a team member's Volunteer Paid Time bucket at the beginning of the year.
- You will have 12 months to use the 32 hours to give back to your community and non-profits you choose to support.
- Send us your pictures (centerspacecares1@centerspacehomes.com) and stories of serving others

Volunteer Time Tracking

- It is important that Centerspace Cares knows about and recognizes all your volunteer work you do in the communities that we serve.
- If you are volunteering during work hours, you may use your 32 hours of Volunteer Paid Time and use the Volunteer Paid option in Time Management when requesting those hours for tracking.
- If you are volunteering outside your scheduled work hours on nights and weekends, track those hours as well in UKG and use the Unpaid VTO option when putting in that request in UKG.
- If your team has a planned group event that you participate in and it falls outside of your scheduled work hours, use the Volunteer Paid option.
- Part-time team members can use Volunteer Paid during group volunteering activities and during volunteer engagement events.

Volunteer Leave Policy from [Team Member Handbook](#)

At Centerspace, we believe in Serving Others, especially in the communities in which we operate. To encourage our team members to actively participate in the betterment of their communities, we provide paid volunteer leave. Centerspace is committed to its role as a good corporate citizen and believes that providing paid leave time for volunteering fosters a sense of community spirit and involvement among team members, as well as benefitting the team member, the community, and Centerspace as a whole.

Regular full-time team members are eligible for up to 4 days of normal paid work time, up to a maximum of 32 hours, within every calendar year to participate in an approved community service activity. Additionally, regular full-time team members are eligible for and may volunteer up to 1 day of normal paid work time to participate in nonpartisan, non-paid service facilitating voting (voter registration, election judging, providing service at polling venues, etc.) within 30 days prior to any national, state, or local election in the community in which the team member lives. Part-time team members may be eligible for up to 4 days of normal paid work time within every calendar year if they are participating in a Centerspace-sponsored team volunteer event. The time and activity must be approved by the team member's manager prior to the activity. When possible, this time should be requested and scheduled at least 2 weeks in advance to allow for scheduling adjustments if needed, and volunteer leave must be coded appropriately in the team member's timecard. This benefit will continue as long as it does not place an undue hardship upon the employer and that the team member's work performance does not decline.

To be eligible for paid volunteer leave, the service must be non-paid and benefit the community, environment, a charitable organization, etc. Team members must not receive any tangible benefits in exchange for their time and/or efforts. Volunteer work with religious or political organizations for exclusively religious or political purposes will not be eligible for this program. Community, charitable, and social services run by religious organizations may still be eligible (food banks, soup kitchens, etc.).

Eligible organizations are often structured as 501(c)(3) organizations under the Internal Revenue Code. In general, eligible activities should be for the common good or public interest and improve the quality of life and/or help those in need. Please contact Talent & Culture if you or your manager have any questions on what is considered an eligible community service.