HOW TO KEY AN INDIVIDUAL WALMART VAP GRANT APLICATION

Step 1: Log into the WIRE.

Step2: Click on "Me@Walmart".

Step 3: Click on "Walmart Foundation".

Step4: Click on "Associates for Good".

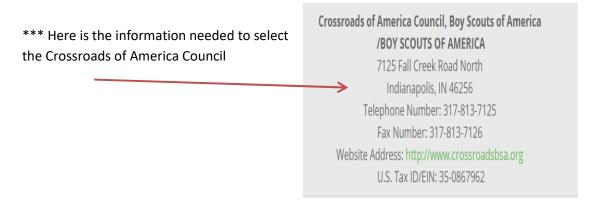
Step 5: Click on "Volunteerism (VAP)".

Step 6: Click on "Apply for VAP / Event VAP".

Step 7: Click on "Volunteerism Always Pays".

Step 8: Click on "Click to Record VAP Hours".

Step 9a: If this is the first time you key a VAP grant application, Click "Organization Search".



Step 9b: If you wish to key a VAP grant application for an organization that you have previously keyed an application for, Click on "My Volunteer Organizations – VAP"

- Select the Radio button next to the organization that you would like to key the VAP grant application for.
- Then Click on "Create New"

Step 10: Complete the required information on the web form.

Step 11: Review the VAP Application.

- If the application is not correct and/or you would like to make a change then Click "Make a Change"
- If the application is correct, Click "Submit"

Step 11: Click "Generate Receipt for Nonprofit Organization"

Step 12: Either print the receipt or annotate the Gift ID, and give the receipt or gift ID and your last name to the representative of the organization \rightarrow Leslie Anderson, Director of Development, at leanders@crossroadsbsa.org.

***If you have questions on how to complete a VAP Grant application, please contact a member of management of your HR department.