HOW TO KEY AN INDIVIDUAL WALMART VAP GRANT APPLICATION

Step 1: Log into the WIRE.

Step 2: Click on “Me@Walmart”.

Step 3: Click on “Walmart Foundation”.

Step 4: Click on “Associates for Good”.

[Diagram showing the navigation steps]
Step 5: Click on “Volunteerism (VAP)”.

Step 6: Click on “Apply for VAP / Event VAP”.

Resources
- Apply for VAP / Event VAP
- Event VAP Sign-up Sheet
- Frequently Asked Questions
- VAP Guidelines - VAP and Event VAP
- Walmart Associate Recognition Certificate
- Sam’s Club Associate Recognition Certificate
- Large Presentation Checks
- Walmart and Sam’s Community Volunteer T-Shirt Order Form

If you have any questions or concerns, contact the Walmart Foundation Hotline at 1-800-530-9925.
Step 7: Click on “Volunteerism Always Pays”.

Step 8: Click on “Click to Record VAP Hours”.

Volunteerism Always Pays

Contribute your time and talent to charitable organizations that matter to you! Learn more about VAP/EVAP or submit an application by clicking here.
Step 9a: If this is the first time you key a VAP grant application, Click “Organization Search”.

Here is the information needed to select the Crossroads of America Council.

Crossroads of America Council, Boy Scouts of America

/BOY SCOUTS OF AMERICA

7125 Fall Creek Road North
Indianapolis, IN 46256
Telephone Number: 317-813-7125
Fax Number: 317-813-7126
Website Address: http://www.crossroadsbsa.org
U.S. Tax ID/EIN: 35-0867962
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. Here is an example.
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 a representative of the organization.

Please ask the associate to review the program guidelines for this year's deadline as it may change.

Once logged in, YOU MUST:

1. Create or update your contact and organization information.
2. Locate the application by entering the Gift ID: 127425325 and Donor’s Last Name: MELTON in the appropriate fields and click the "Search" button.
3. On the next screen click the number in the Gift ID column.
4. Verify the number of hours volunteered by JOHN MELTON by answering the Yes/No question on the Associate Information screen. Then click the "Submit" button at the bottom of the screen to complete the verification process.
5. You will be taken to the 'Summary of Today's Activity' screen where the verification you just completed will be displayed. Please note: confirmation is not complete until you see this screen.