

HOW TO KEY AN INDIVIDUAL WALMART VAP GRANT APPLICATION

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”.

*** 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.

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 → 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.