



CSX has always taken great pride in the work that its employees do in their communities. From helping kids learn to read, to rebuilding local parks and community centers, the people of CSX really do make a difference.

New Volunteerism Program Overview

We recently began a new “Dollars for Doers” program for our employees. This program is designed to recognize and reward employees’ commitment of personal time to volunteering, as well as provide funding to eligible community organizations and schools where CSX employees are active volunteers.

Dollars for Doers is CSX’s way of supporting essential services in the communities where our employees live and work. It’s also the company’s way of thanking our employees for helping make our communities even better places to live and work.

For every hour an employee volunteers at an eligible non-profit organization, the CSX Foundation will donate \$10 to an eligible 501(c)(3) organization of the employee’s choice. Employees must volunteer at least 15 hours and their organization can receive a contribution for up to 40 hours of volunteer work per year - for a total contribution of up to a \$400 per year!

These hours do not have to be earned at one activity or agency and can be accrued through the year at various eligible volunteer opportunities. However, the CSX Foundation’s donation for each employee must go to only one eligible 501(c)(3).

How to Be Sure Your Organization Benefits...Register Online!

One of the ways our employees will find volunteer opportunities, track hours and make contribution designations is through an on-line system. Through this system, your organization will have the ability to post volunteer opportunities for CSX employee participation. It also includes a web-based search feature that lets employees learn about and sign up for volunteer opportunities online, as well as a skills-based field that allows you to request volunteers with specific talents that would be of value to your organization (i.e., legal work, marketing, technology, etc).

To take advantage of all of these great new tools, to find volunteers for your organization and to be sure that CSX is able to direct funds from an employee’s volunteer efforts your way, ***we need you to go online and register your organization today.***

The web site where you will register your organization is called www.SmartChange.org. The reverse side of this document provides a brief description of SmartChange, as well as instructions to register your non-profit organization and any volunteer opportunities you may have.

As you complete your profile, it’s important to note that your organization may also be the recipient of a donation from the CSX Foundation through the Dollars for Doers program. If you have any questions, please contact us at CSXVolunteerism@csx.com.

What is SmartChange?

SmartChange is a secure, web-based solution from MicroEdge®, designed to help corporations enhance and encourage employee involvement programs by aligning companies and non-profit organizations with volunteer opportunities. CSX has chosen SmartChange to manage its volunteerism program.

What is SmartChange.org?

SmartChange.org is a free, online database with thousands of charity profiles from all over the world. CSX uses www.SmartChange.org to provide to its employees access to organizations with missions they would like to support with their time. Charitable organizations just like yours register by creating a profile at www.SmartChange.org.

How much does it cost to create a profile with SmartChange.org?

www.SmartChange.org is completely **free** to non-profit organizations.

How do I register and create a profile?

1. Go to: <http://www.smartchange.org>
2. Click 'Charity Search' and enter your organization's name to search for your profile.
3. If you cannot find your organization, click Sign-Up.
4. If you think you have found your organization, use the 'Click here to view this charity' link to see more details.
 - a. If someone from your organization has already created a full profile, you will see their name and contact details. You may want to take the opportunity to review your existing profile and ask your colleague to update it.
 - b. If the organization listed is not your division/address, you will need to create a new profile. Please note, this new profile is where contributions for your organization will be processed and sent.
 - c. If you only see a Charity Listing with no contact information, your organization does not have a full profile yet. Please click the link provided to complete one.

After you have submitted your full profile, SmartChange will review it and, once your profile is approved, you will receive an email with your user name and password. You can then log in and use SmartChange.org as often as you'd like.

5. Once your organization profile has been confirmed by SmartChange, PLEASE SEND an email to CSXVolunteerism@csx.com. Let us know your profile has been created and you would like to post opportunities.
6. Once we receive your confirmation we may invite you to become a partner organization.
 - a. If invited, you will see "CSX" under the Corporate Involvement section of your profile. It is from here that you will be able to post and manage volunteering opportunities for our employees exclusively.
 - b. All opportunities you post in the Corporate Involvement section will be reviewed by CSX prior to being shown to our employees. Once approved to be shown to our employees you will not be able to make any changes, just get in touch with us and we can make any minor amendments for you.