**John Deere Dollars for Doers Instructions**

1. Navigate to the Power for Good tool <https://deere.benevity.org/dashboard>
2. In the ‘Find Causes’ search bar, search for the organization that you volunteered for. You can donate rewards earned from any eligible charity – you did not need to volunteer for X-Plosion to donate the rewards to X-Plosion
3. Once you have searched and found the organization, click on the result.
4. Click the ‘Track Time’ button.
5. Enter the number of hours/minutes you volunteered.
6. Enter the date(s) you volunteered.
7. Ensure ‘Dollars for Doers’ radio button is selected in the volunteer rewards area.
	1. The dollar value of your estimated rewards for Dollars for Doers (currently $20/hour) is displayed.
	2. Note this dollar amount for the donation step #15 below
8. Enter free form comments to describe your volunteer activities.
9. Click the yellow ‘Next: Confirm Volunteer Time’ button.
10. Review the details on the next screen, and if correct, click the yellow “Submit Volunteer Time” button.

**YOU’RE NOT DONE YET, PLEASE CONTINUE ON:**

1. Navigate back to the Power for Good tool <https://deere.benevity.org/dashboard>
2. In the ‘Find Causes’ search bar, search for ‘Pleasant Valley Girls Fastpitch Softball Association’.
3. Once the result is returned, click on it.
4. Click the yellow ‘+Donate Now’ button.
5. Enter the Donation Amount in USD.
	1. The amount should be the amount you noted in step #7 above.
6. Choose One-time Donation Frequency.
7. Check the Leave a comment box and enter the team name and coach name for the team you’d like to donate to.
8. Select the ‘Giving Account Balance’ radio button under Payment Method.
9. Click the yellow ‘Next: Confirm Donation’ button.
10. Review the details on the next screen, and if correct, click the yellow ‘Submit Donation’ button.
11. You will receive an automated e-mail with the details of your Dollars for Doers rewards donation.

*Related Notes:*

* The donation will be received by PV X-Plosion on the last day of the NEXT month.
	+ For example, if you complete steps 11-20 above on August 10th, PV X-Plosion receives the donation on September 30th.
* The PV X-Plosion treasurer uses the comments you entered in step #17 above to transfer the donation to the team account indicated.
* In some fiscal years, John Deere’s Dollars for Doers are depleted as the fiscal year end approaches (October). Please stay current on your donations so you don’t miss out on the opportunity to do so.

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