

# SPROUTS

## HEALTHY COMMUNITIES

### FOUNDATION

## WORKPLACE GIVING PROGRAM

Join the Sprouts Workplace Giving program and make a recurring donation to the Sprouts Healthy Communities Foundation. Your dollars will go directly to nonprofit organizations doing incredible work in your community in the areas of health, nutrition and education. **100% of team member donations made before December 31, 2017 will be matched dollar-for-dollar by Sprouts!**

*This program is completely optional. Donations are 100% tax-deductible. You will receive a tax receipt from the Foundation for your donation at the end of the year.*

### HOW TO MAKE A RECURRING DONATION:

1. Access MyHR and select "Life Events" under the "Myself" tab.
2. Select "Workplace Giving" to be directed to the Workplace Giving landing page.
3. On the Workplace Giving landing page, select "add deduction" in the dropdown as the reason, then click the next arrow.
4. On the next page, select the Workplace Giving option, then enter a weekly donation amount into the "Amount Per Pay Period" box. Any amount is fine, no matter how small. Disregard the coverage start date. These changes will be reflected in the next pay cycle.  
**(Important note: Please use care in entering your donation amount. For example, if you want to donate 50 cents weekly, be sure to enter a decimal before "50.")**
5. After reviewing and confirming you've entered the correct weekly donation amount, click the next arrow.
6. Review your changes on the confirmation page and select "submit." A confirmation dialogue box will ask you to confirm the amount entered.
7. The donation will be deducted from your paycheck weekly and documented on your paystub.

### Sample Amounts

- \$.50/paycheck donation = \$26 annual donation
- \$1.00/paycheck donation = \$52 annual donation
- \$5.00/paycheck donation = \$260 annual donation

### CHANGE/STOP RECURRING DONATION:

- You can change or stop your donation at any time by selecting "change deduction" or "stop deduction" as the reason at step three.

**Interested in making a one-time donation?** Visit [sprouts.com/workplacegiving](http://sprouts.com/workplacegiving).

Questions about Workplace Giving may be directed to your administrative coordinator or Human Resources Advisor.



Visit [sprouts.com/foundation](http://sprouts.com/foundation) to learn more about the Foundation and see your dollars at work!