

**Dear LANL Employees:**

(This applies to all LANL employees- full time or part time, and to postdocs)

**You can support STEM Santa Fe, a 501 (c)(3) nonprofit in a number of ways:**

**I. Volunteering**

**A. Service time for community involvement and outreach**

Community Involvement and Outreach Time is **paid time** granted to LANL employees at the discretion of their management to assist with Science Technology Engineering and Math (STEM)-related activities and community technical assistance and outreach activities to support Northern New Mexico. This service helps sustain and strengthen community partnerships that connect the Lab with our Northern New Mexico neighbors.

With the approval of the employees' manager and the Community Partnerships Office, **employees can be paid for up to 32 hours per fiscal year** of volunteer community service in Northern New Mexico **during their normal working hours.**

From the internal LANL portal go here to get started:

<https://int.lanl.gov/org/dir/cpo/education/community-service.shtml>

**B. Time & Talent**

**Log your volunteer (unpaid) hours with STEM Santa Fe** in the Giving Tool and the nonprofit you helped could be eligible for a \$500 donation given by Triad!

Logging hours is easy, and makes employee volunteering hours have even more impact by helping the nonprofit be eligible for a drawing for \$500 donation every quarter. Triad will make the donation on behalf of the selected employee to the nonprofit they support. To receive the donation, the nonprofit needs to be eligible for a match under the employee giving campaign. If the nonprofit you have been supporting with time and talent is not match-eligible and therefore not eligible for this donation, the selected employee may choose an eligible nonprofit to receive the donation. STEM Santa Fe is eligible.

**To access the Giving Tool, go here:**

In the Quick Links section on [LANLInside](#), click the "Give/Volunteer" button, and then click in "Time and Talent" to log your hours.

**II. Employee Giving**

STEM Santa Fe is eligible for a match under the employee giving campaign and can **receive 50% match** in donations by LANL employees through the employee giving campaign. Employees can contribute through a one-time or biweekly payroll deduction or by credit card.

For more information please contact: [GIVE@lanl.gov](mailto:GIVE@lanl.gov)