



# Early Childhood Education Center Application

*The following application should be used by stand-alone, state-certified educational institutions who primarily deliver instruction via classroom setting, including public or private schools, regional child care facilities and Head Start centers.*

## Introduction

As one of the nation's leading diversified financial services organizations, PNC understands that investing in the future of children makes good sense—the returns on investments in high-quality pre-kindergarten education and school readiness initiatives are significant and long-lasting. That's why we created *PNC Grow Up Great*, a ten-year, \$100 million school readiness investment to improve the lives of millions of children from birth to age five, their families and communities. As part of this investment, PNC employees have committed to volunteer an estimated one million hours to assist non profit, pre-kindergarten educational programs.

To help connect them, we've created a ground breaking employee volunteer program with:

- An internal online database of volunteer opportunities that is accessible to all employees
- An orientation (led by early care experts) for employees so they know what to expect when entering a childcare facility and how to work with children and staff
- An infrastructure to guide and facilitate the background check process that is necessary when working with young children
- A time off policy that makes our employees eligible for 40 hours paid time each year to volunteer, so they're available on weekdays, nights and weekends

We are thrilled to invite you to join our *PNC Grow Up Great* volunteer program. Whether your program could use a hand mentoring children or with maintenance, office work, strategic planning, financial literacy workshops, marketing or other activities, we want to help support all the good that you do.

## Application Process

If you would like to register your center to participate in the *PNC Grow Up Great* volunteer program, please complete the attached form. All applications will be accepted on a rolling basis, and should be processed within four weeks of submission. In order to expedite your request, please be sure to submit all required information and complete all questions. You will be notified in writing when your application has been reviewed.

## Criteria

In order to ensure positive volunteer experiences for both employees and child care providers, the following criteria should be met for facilities seeking to host *PNC Grow Up Great* volunteers.

- ✓ Be 501(c)(3) organizations
- ✓ Have an early childhood education program dedicated to children from birth to age five.
- ✓ Operate in eligible communities served by PNC (see end of document for list)
- ✓ Have been licensed and in existence for more than two years
- ✓ Meet all child care regulations at the federal and state levels
- ✓ Be able to continue to operate as a going concern and meet all financial obligations as they arise in the course of business
- ✓ Be equipped to facilitate robust PNC employee volunteer activities
- ✓ Be center-based (rather than home-based) facilities
- ✓ Serve over 50% of families or children of families (low-to-moderate income bracket) who earn less than 80% of the Housing and Urban Development (HUD) median income guideline.
- ✓ Currently have or be working towards NAEYC accreditation and/or participate in state quality child care ratings (if applicable)



# Early Childhood Education Center Application

## Basic Information

Center name:

Address:

City, State, Zip:

Phone:

Fax:

Website:

Volunteer contact:

Contact phone:

Contact e-mail:

How did you hear about the *PNC Grow Up Great* volunteer program?

## About Your Center

How many staff are employed by your center?

Full-time:

Part-time:

Please indicate the number of children in each age range served:

0-3:

4-5:

6-12:

How long has your center been in operation?

Is your program a center-based (rather than home-based) facility?

Yes

No

Does your center operate multiple locations?

Yes

No

If so, how many?

Does your organization serve over 50% of families or children of families (low-to-moderate income bracket) who earn less than 80% of the Housing and Urban Development (HUD) median income guideline?  Yes  No

If yes, what percentage?

Please list any accreditations by nationally-recognized organizations, such as the National Association for the Education of Young Children.



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## **About Your Center (continued)**

If you are not currently accredited by any nationally-recognized organizations, please describe how you are working to achieve this status.

Does your center participate in any state-run child care quality ratings systems (i.e. Pennsylvania's Keystone Stars)? If so, please describe and list your rating.

Does your center currently work with PNC in any way? If so, please describe the nature of the relationship.

Is your center currently involved in any legal disputes? If so, please describe (attach any additional information as necessary).



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## Volunteer Needs

Does your center currently work with volunteers? If so, please give a brief description.

Who do/will volunteers report to (name and title)?

Please give a brief outline of how you will utilize PNC volunteers in your center. Remember, be as creative as you'd like!

PNC may seek opportunities with the local media to publicize volunteer efforts. \*Is your center willing to cooperate with media activities?

Yes  No

## Required Materials

Please attach the following documents:

1. A copy of the current IRS determination letter:  
This letter is issued by the Internal Revenue Service and must recognize that your center is qualified under section 501(c)(3) of the Code and classified as a public charity under section 509(a)(1), section 509(a)(2), or section 509(a)(3)(B)(i) (a "Type 1" supporting organization), or section 509(a)(3)(B)(ii) (a Type 2 "supporting organization".) PLEASE SEE SAMPLE LETTER ON LAST PAGE OF APPLICATION
2. Proof of your center's certification by the appropriate state agency
3. Accreditation by any nationally-recognized child care organizations -OR-  
Proof of participation in any state-run child care quality ratings program (if applicable)
4. Signed verification statement

Feel free to attach any brochures or other information about your center



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\* Should PNC seek press opportunities with your center, we will work with you to obtain release forms from all appropriate parents and/or caregivers.

## Verification Statement

PNC is committed to reaching all families through *PNC Grow Up Great*, particularly those in underserved communities. In order to achieve that goal, we ask that child care providers participating in the volunteer program serve over 50% of families (or children of families) who earn less than 80% of the Housing and Urban Development (HUD) median income guideline and meet all child care regulations at the federal and state levels.

The information provided in this application is subject to an annual audit by PNC. Please read and sign the statement below.

I, \_\_\_\_\_, confirm that the information provided in this application is true to the best of my knowledge, and that my center is in sound financial and legal standing, able to operate as a going concern and to meet all our financial obligations as they occur in the course of our business. I am aware that PNC may perform annual audits to verify my center's licensing and participation in state-subsidized child care. I understand that if information is found to be incorrect my center may be disqualified from participating in the *PNC Grow Up Great* volunteer program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



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## Application Submission

Please submit the completed *PNC Grow Up Great* Volunteer Program Application to:

**PNC Grow Up Great Volunteer Team**

Two PNC Plaza, 2nd Floor  
620 Liberty Avenue  
Pittsburgh, PA 15222  
E-mail: [growupgreatvolunteerism@pnc.com](mailto:growupgreatvolunteerism@pnc.com)  
Attention: Volunteer Program Application Review

## Eligible Counties

**California**

**Connecticut**

**Delaware:** Kent, New Castle, Sussex

**District of Columbia**

**Florida:** Broward, Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Palm Beach, Seminole, St. Lucie, Volusia

**Illinois:** Adams, Boone, Brown, Bureau, Carroll, Cass, Champaign, Christian, Clark, Coles, Cook, Crawford, Cumberland, Dekalb, De Witt, Douglas, DuPage, Edgar, Effingham, Fayette, Ford, Fulton, Green, Grundy, Hancock, Henderson, Henry, Jasper, Jo Daviess, Kane, Kankakee, Kendall, Knox, La Salle, Lake, Lee, Livingston, Logan, Macon, Macoupin, Madison, Marshall, Mason, Mercer, McDonough, McHenry, McLean, Menard, Monroe, Montgomery, Morgan, Moultrie, Ogle, Peoria, Piatt, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Shelby, Stark, Stephenson, St. Clair, Tazewell, Vermillion, Warren, Whiteside, Will, Winnebago, Woodford

**Indiana:** Allen, Bartholomew, Boone, Brown, Cass, Clark, DeKalb, Elkhart, Floyd, Hamilton, Hancock, Hendricks, Howard, Huntington, Jackson, Jasper, Jennings, Johnson, Kosciusko, Lake, LaPorte, Madison, Marion, Marshall, Miami, Montgomery, Morgan, Putnam, Ripley, Shelby, St. Joseph, Tipton, Washington, Wells, Whitley, Williamson

**Kansas:** Clay, Johnson, Platte, Wyandotte

**Kentucky:** Bell, Boone, Boyle, Bullitt, Campbell, Clark, Clay, Daviess, Fayette, Franklin, Hardin, Jefferson, Jessamine, Kenton, Know, Laurel, Madison, Oldham, Nelson, Scott, Whitley, Woodford, Warren,

**Maryland:** Allegany, Anne Arundel, Baltimore, Baltimore City, Calvert, Caroline, Carroll, Cecil, Charles, Frederick, Harford, Howard, Kent, Montgomery, Prince George's, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico, Worcester

**Massachusetts:** Framingham, Lynn, Middlesex, South Bridge, Towns of Falls River, Worcester

**Michigan:** Allegan, Alpena, Antrim, Barry, Bay, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clare, Clinton, Emmet, Eaton, Genesee, Gladwin, Grand Traverse, Iosco, Ingham, Isabella, Jackson, Kalamazoo, Kent, Lapeer, Livingston, Macomb, Manistee, Mason, Midland, Monroe, Montmorency, Muskegon, Oakland, Ogemaw, Ottawa, Saginaw, Shiawasee, St. Joseph, Tuscola, Van Buren, Washtenaw, Wayne.

**Missouri:** Franklin, Jackson, Jefferson, St. Charles, St. Louis City, St. Louis County, Warrenton

**New Jersey:** Atlantic, Bergen, Brown, Burlington, Butler, Camden, Cape May, Cumberland, Essex, Hudson, Hunterdon, Gloucester, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, Warren

**Ohio:** Adams, Akron, Ashland, Athens, Belmont, Boone, Bracken, Butler, Campbell, Canton, Carroll, Clark, Clermont, Columbiana, Coshocton, Clinton, Crawford, Cuyahoga, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Grant, Greene, Guernsey, Licking, Hamilton, Hardin, Harrison, Henry, Highland, Hocking, Holmes, Huron, Kenton, Knox,



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Jackson, Jefferson, Lake, Lawrence, Logan, Lorain, Lucas, Madison, Marion, Mahoning, Medina, Meigs, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Pendleton, Pickaway, Pike, Perry, Portage, Richland, Ross, Scioto, Shelby, Stark, Summit, Trumble, Tuscarawas, Union, Vinton, Warren, Washington, Wayne, William, Wood, Wooster, Wyandot

**Pennsylvania:** Adams, Allegheny, Bucks, Butler, Carbon, Centre, Chester, Clarion, Clearfield, Columbia, Crawford, Cumberland, Dauphin, Delaware, Elk, Erie, Fayette, Forest, Huntingdon, Indiana, Jefferson, Lackawanna, Lancaster, Lawrence, Lehigh, Luzerne, Lycoming, McKean, Mercer, Monroe, Montgomery, Northampton, Perry, Philadelphia, Somerset, Warren, Washington, Wayne, Westmoreland, York

**Virginia:** Accomack, Arlington, City of Alexandria, City of Fairfax, City of Falls Church, City of Manassas, City of Manassas Park, Fairfax, Fauquier, Fredericksburg City, Loudoun, Northampton, Prince William, Spotsylvania, Stafford

**Wisconsin:** Milwaukee, Ozaukee, Walworth, Washington, Waukesha

## Contact Information

For questions regarding the *PNC Grow Up Great* volunteer program, please contact:

***PNC Grow Up Great* Volunteer Team**

Two PNC Plaza, 2nd Floor

620 Liberty Avenue

Pittsburgh, PA 15222

E-mail: [growupgreatvolunteerism@pnc.com](mailto:growupgreatvolunteerism@pnc.com)

# **SAMPLE IRS LETTER**

## **Internal Revenue Service**

September 2010

C.H.I.L.D. Day Care Center  
555 Anytown St.  
Anywhere, State 55555

Dear Sir and Madam,

This is in response to your request of September, 7 2010, regarding your organizations exempt status.

In July 1957 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501 (c) (3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a school under sections 509 (a) (1) and 170 (1)(A)(ii) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devices, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please cal us at the telephone number shown in this letter.

Sincerely,

Brian Jones  
Accounts Management Oper 1