

Tech Memo.

TO: Stakeholders of Enviro-Stewards
CC: Posting to Enviro-Stewards' Blog
FROM: Bruce Taylor (Enviro-Stewards)
DATE: December 22, 2021
RE: Enviro-Stewards' Commitment to Giving

1. Introduction

From its inception in September 2000, Enviro-Stewards has donated a portion of its time and profits to benefit others. This memorandum is intended to formalize this commitment.

2. Background

Enviro-Stewards initially donated a minimum of 10% its staff time and 10% of its' profits to benefit others. For the first decade, in addition to financial donations, this took the form of our founder working at a homeless ministry Thursday afternoons for a decade as well as international development work in El Salvador (earthquake relief) and then South Sudan & Uganda (safe water social ventures).

Every employee has 24 hours of paid volunteer time each year. And some employees are given much more time than this (Alice's safe water social venture coordinator work is nearly 1/2 time, Bruce's safe water and social venture mentoring work and those developing safe water training materials and organizing and running the annual safe water awareness event (venture forward) spend additional time during the leadup and wrapup of the event.

3. Designed to Give Impact Business Model

As outlined in the attached spreadsheet, B lab credits firm's pro bono work towards the designed to give impact business model by multiplying the proportion of time spent by 4.

Enviro-Stewards commits to continuing to donate a minimum donation equivalent to 20% of the company's profits to charitable partners each year through monetary and/or in-kind service donations. Pro bono will continue to be tracked in Projector and Quickbooks. Financial

donations will be tracked in Quickbooks through expenditures related to the safe water project as well as conventional charitable donations.

Designed to Give Impact Business Model - Combined Giving Calculation

Commitment: Option 2: We are formally committed to donate more than 20% of profits to charity each year.

Guidance: Combination giving can only include cash, tax-deductible in-kind donations, and pro bono time.

Calculator	Input company commitment here	Profit conversion
	Cash/tax-deductible in-kind donations	10.00%
Pro bono time	3.0%	12.00%
Total	13.00%	22.00%

Does the company's commitment meet the threshold of donating more than 20% of the company's profits to charity each year?

When recertifying, please provide data showing the actual monetary donations as a percent of the company's profit and the actual pro-bono hours worked out of total hours worked. Evidence must be provided that the commitment has been met each year since the company's last recertification.

Standard Employee allocation (24 hr/yr)	1.2%
Alice's safe water allocation (15 hr/wk)	2.50% if 30,000 hrs/yr for company
Bruce's safe water & mentoring (3 hr/wk)	0.5% if 30,000 hrs/yr for company
Venture Forward Prep Hours	2%

Note: that there isn't a profit conversion factor for the cash/tax-deductible in-kind donations because the donation dollar amount can be divided out by the FY's profits
 The company's pro-bono time commitment is the percentage of hours out of traditional working hours that are to be spent on pro-bono projects. To calculate the actual pro-bono time worked during traditional hours, please sum the number of pro-bono