

Thank you for being a mentor! If your employer matches volunteer hours, here's how you can submit your MinT mentoring time.

**If you matched your MinT volunteer hours in previous years, please follow these new instructions!** Since we now serve college-level programs across the US, CodeDay, our partner for open-source projects, will manage MinT volunteer matching funds going forward.

Tip: Set a reminder to **submit your hours monthly or soon after the end of the program year**, since employer matching is generally limited to within 1 year of volunteer service.

### **How to submit volunteer hours:**

- On the Benevity site or your employer's matching portal, select CodeDay (EIN is 26-4742589, [codeday.org](https://codeday.org))
- Enter your hours and details as appropriate.
- In the Memo field (this may be labelled notes or special instructions), type in "Mentors in Tech" so that the funds can be directed to the schools and students that partner with MinT each year.

Include all eligible activities per your employer/Benevity guidelines, including:

- Mentor training (2 hours for new mentors or 1 hour for returning mentors)
- Monthly meetings (8 hours for the year per mentee, November-June)
- Any additional time you spent in MinT meetings, workshops, capstone group coaching, preparing/gathering information for meetings, etc.

Thank you for your support!