Microsoft

Microsoft AI Nonprofit Advisors Submission Guide

Microsoft actively encourages employee volunteerism, recognizing the impact of skills-based volunteering, especially in artificial intelligence, to help nonprofits achieve their missions. By submitting an AI-focused volunteer opportunity to Microsoft's employee giving platform through Benevity, your organization can access skilled professionals ready to make a difference.

Sign in to the Benevity Causes Portal to create your volunteer opportunity through the Spark volunteer path, following Benevity's creating a volunteer opportunity instructions and the suggestions below. Your opportunity will be reviewed and highlighted to Microsoft US based employees. Please follow the steps below when creating your AI volunteer opportunity.

Volunteer Opportunity Name	AI Nonprofit Advisor: Your Organization Name
Volunteer Opportunity Description	• Details about the AI opportunity, skills needed or problems to solve • Time commitment and other expectations • Any other relevant details you would like to share • Please include *#AINonprofitAdvisor* at the end of your posting to increase visibility
Contact Information	Provide the details of the person in your organization who should be notified if employees are interested in the opportunity. If an employee expresses interest and signs up, the nonprofit contact listed on the page will receive an auto generated email from Benevity providing the employee's email so they can follow up with the employee directly.
Visibility	To share the opportunity only with Microsoft employees instead of the Visibility entire Benevity ecosystem, select "Private" and use the share key: Microsoft.

Through the Microsoft Employee Giving Program, employees can submit volunteer time for a USD 25 per hour volunteer time match.

For questions regarding accessing the Benevity Causes Portal or posting a volunteer opportunity, contact Benevity by submitting a request or e-mailing Causes@benevity.org.

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