



One person giving makes news.
Many people giving makes history.

WORKPLACE GIVING PROGRAM



Guest Services' Workplace Giving Program

At Guest Services, we believe that contributing to the communities where we work and recognizing the “power of giving” are important to every member of the Guest Services family. As we assume that responsibility and assist those less fortunate or challenged by circumstances beyond their control, we invite you to share in the process with us. The Workplace Giving Program allows each and every one of us to help those who need it the most so that we can share in the joy of giving.

How It Works

This completely voluntary program is set up so that you can support the causes that are most important to you. To participate, simply select one or more organizations from the list in this brochure and complete a Change Benefits event in Workday. Your contribution will be deducted from your (bi)weekly paycheck on an after-tax basis. Your donation may qualify as itemized deduction when you file taxes. Please refer to your last payslip of the year for totals.

If you would like to make your contribution as a donation of your personal time, the Benefits Team can assist to connect you with volunteer opportunities.



GUEST
SERVICES

Legendary Hospitality Since 1917

3055 Prosperity Avenue, Fairfax, VA 22031 | (703) 849-9300

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GUEST
SERVICES

Legendary Hospitality Since 1917

We all have it in our power
to change the world.

One person giving is generous...
...many people giving is legendary.

Together We Can Make a Difference

Whether it's one volunteer hour or one dollar, you can make a difference in someone's life. When we join together, it is remarkable how those dollars and hours add up! It is easy and it will mean the world to those in need.

This opportunity is completely voluntary; participation is entirely up to you.

Participating Organizations

A little time, a little donation,
makes a big difference.



American Cancer Society
cancer.org

The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy, and service.



American Diabetes Association
diabetes.org

Our mission is to prevent and cure diabetes and to improve the lives of all people affected by diabetes. We lead the fight against the deadly consequences of diabetes and fight for those affected by diabetes.



American Red Cross
redcross.org

The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to those affected by disaster and help people prevent, prepare for, and respond to emergencies.



ASPCA (American Society for the Prevention of Cruelty to Animals)
aspca.org

For over 144 years, the ASPCA has provided effective means for the prevention of cruelty to animals throughout the United States. To effectively address the challenges that animals face each day, the ASPCA operates in three core program areas: Anti-Cruelty, Community Outreach and Animal Health Services.



Children's Cancer Foundation
childrenscancerfoundation.org

The mission of The Children's Cancer Foundation is to aid in the treatment and curing of children's cancer by providing financial support to regional hospitals in the MD/DC/NoVA area for cancer research, for building facilities and for improving the quality of care for pediatric cancer patients.



Disabled American Veterans Charitable Service Trust
dav.org

The DAV (Disabled American Veterans) Charitable Service Trust is dedicated to one, single purpose: empowering veterans to lead high-quality lives with respect and dignity. To carry out this responsibility, the Charitable Service Trust supports physical and psychological rehabilitation programs; enhances research and mobility for veterans with amputations and spinal cord injuries; benefits aging veterans; aids and shelters homeless veterans; evaluates and addresses the needs of veterans wounded in recent wars and conflicts and their caregivers.



EarthShare
earthshare.org

EarthShare is a federation of our nation's most trusted and successful environmental and conservation charities working locally and globally to address the environmental issues in our communities. Each donation supports charities like The Nature Conservancy, World Wildlife Fund, Jane Goodall Institute, National Parks Conservation Association, and many more.



Feeding America
feedingamerica.org

Feeding America provides low-income individuals and families with the fuel to survive and even thrive. As the nation's leading domestic hunger-relief charity, our network members supply food to more than 37 million Americans each year, including 14 million children and 3 million seniors.



The First Tee
thefirsttee.org

The First Tee's mission is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.



Life with Cancer
lifewithcancer.org

Life with Cancer has been an integral part of the health care community for more than twenty years, working to help people face the challenges of living with cancer by providing information, education, and support.



Make-A-Wish Foundation®
wish.org

The Make-A-Wish Foundation grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.



Teach For America
teachforamerica.org

Teach For America is a national corps of outstanding recent college graduates who teach for at least two years in urban and rural public schools and become lifelong leaders in expanding educational opportunity. With your support, we will move closer to the day when all children in our nation have the opportunity to attain an excellent education.



USO (United Service Organizations)
uso.org

The USO mission is to provide morale, welfare and recreation-type services to our men and women in uniform. The original intent of Congress—and enduring style of USO delivery—is to represent the American people by extending a touch of home to the military.

Change Benefits: Workplace Giving Program

1. On your Workday home page click on Benefits and Pay.
2. Click on Change Benefits.
3. Choose Change Reason “Add/Update Workplace Giving Program” and enter today's date or a future date for Benefit Event Date. Click Submit.
4. Open the Change Benefit Elections task. Please note that it may have moved to your Workday Inbox awaiting your action.
5. Click on Let's Get Started and then on Enroll.
6. Select each of the charities of your choice and click on Confirm and then on Continue.
7. Under Coverage, select your charity. Under Per Paycheck Contribution, enter the amount you wish to donate. Click Save.
8. Repeat the steps under 7 for each charity.
9. Click on “Review and Sign”.
10. Check off next to “I Accept” and click on Submit.
11. Click on “View 2024 Benefits Statement”.
12. Click on Print and then on Download to save for your records.

If you have questions, please contact us at any time.

Human Resources Department
Phone: 703.849.9380
Email: benefits@guestservices.com

Thank you for your support.