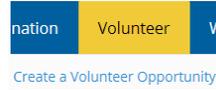


START A NEW VOLUNTEER OPPORTUNITY FORM

From your dashboard, **hover** your cursor over “Volunteer” along the main navigation bar and **select** “Create a Volunteer Opportunity”



COMPLETE FORM - BASIC INFO

- 1 Enter a descriptive name for the volunteering activity.
- 2 Enter a brief summary describing what the activity involves.
- 3 Use the Description field to provide details about the volunteering activity, why it's important and the impact of the cause.¹
 1. Select “Enable Rich Text” for formatting options and the ability to embed links or video content.

ATTACH A CAUSE

Enter the cause you are volunteering at and select “**Search**”

Once you find the correct organization, select the “**+Add**” button to the right.¹

1. Suncor will provide a corporate donation to the attached cause after the activity takes place and your team tracks their time.

Can't find your organization? You might have to nominate it to first. You can only receive rewards if there is a cause attached to the track time form. After you nominate a cause, Benevity will work with them to set up a cause profile in SunCares so you can earn Rewards and make donations. Just select “**Nominate a Cause**” under the “**Quick Links**” tab.

ADD AN IMAGE

Add an image that reflects your activity.

A hero image will appear as a banner across the opportunity page.

ADD A LOCATION

- 1 Enter the location name. It could be the charity's headquarters or a local park
- 2 Enter the activity address. Include the full address, city, state/province etc. and select search to ensure the right location is populated
- 3 If needed, you can add location notes (ex. directions or parking instructions)

If your activity is happening in more than one location, you can select this option and you will be able to add additional locations for the event once you submit your activity.

If your activity does not have a physical location (ex. Bike to work day) select the checkbox “this opportunity has no location”

ENTER THE DATE AND TIME

Enter the date and time of your activity. Make sure you select the correct time zone and include any notes if necessary. Notes could include travel time information or if there is going to be a tour as part of your activity.

Next →

VOLUNTEER INFORMATION

- 1 If you need SunCares shirts for your activity, select the checkbox by “I need participants T-Shirt Size”
- 2 Ensure the checkbox by “Send users email reminder to track their time” is selected

- 3 If photos will be taken at the event, you can include a link to [Suncor's photo release form](#) and update the “Waiver status” option from the drop down

I need participants T-Shirt Size

Add a “Comments to Volunteering Contact” field

Send users email reminder to track their time

Waiver status:

No Waiver

Waiver Document URL:

CONTACT INFORMATION

Enter the name and contact information for the activity. If the contact is the same as the opportunity creator, deselect the checkbox by “Notify contact when users sign up for this opportunity” to avoid receiving duplicate emails

Name of the Opportunity Contact: *

Phone: *

Email: *

Notify contact when users sign up for this opportunity

SHARING

If it makes sense, include the host organization’s website and social pages

Website URL:

Facebook Page URL:

Twitter Name:

SKILLS AND INTERESTS

Add any skills and interests that are associated with the activity

What volunteer skills would help most?

+ See all skill tags

What type of interests does this opportunity appeal to?

+ See all interest tags

COMMENTS

Select “Read/Write” so volunteers can ask questions and leave comments

Disabled

Read only

Read/Write

VISIBILITY

Select “By Invitation” to share the activity only with a specific group. Select “Company-Wide” to share the activity with anyone. These activities can also be featured in your region.

Submit!

Company-Wide
Appears in search results, and may be visible as a featured opportunity.

By Invitation
Only visible to people with the link and does not appear in search results. Once you have published this event you can share it via email.

NEXT STEPS

Once your activity has been reviewed and approved, you will have more options to manage your activity. Please see the “how to manage your volunteer opportunity” reference guide for more information.

Check out SunCares on **the Core** or **suncor.com** for more information, or email **suncares@suncor.com**

