

TRACK YOUR BOARD TIME

From your dashboard, select **“Volunteer”** along the main navigation bar, and then select **“Track Volunteer Time”** under the secondary navigation.

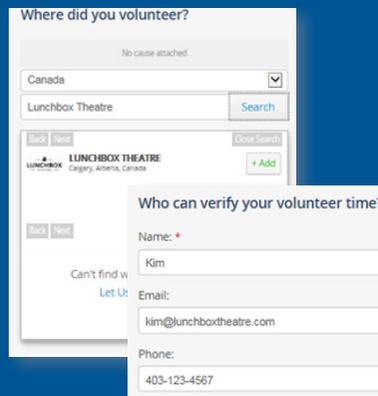


ADD THE ORGANIZATION AND CONTACT

- 1 Enter the name of the organization you volunteered with and select **“Search”**

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

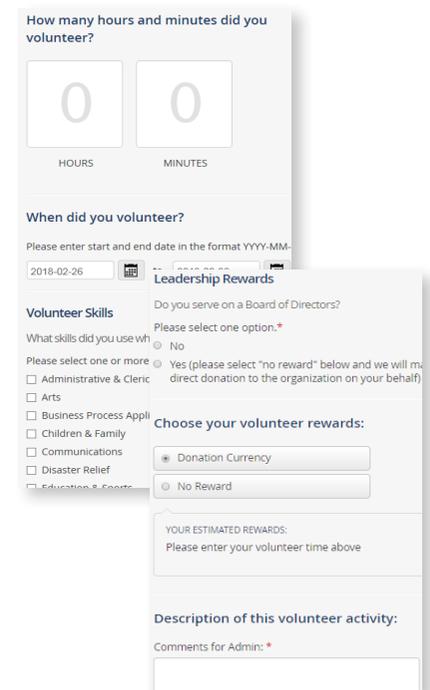
- 2 Enter the organization contact who can verify your board role



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.

ENTER BOARD ROLE DETAILS

- 1 **Enter** the amount of time you volunteered with the organization
- 2 **Enter** the date range your board role took place
- 3 **Enter** any relevant skills you used in your board role
- 4 Under *Leadership Rewards* **select** **“Yes”**
- 5 Under *Choose your volunteer rewards* **select** **“No Reward”**
- 6 **Enter** a summary of your board role in the comments field. This helps determine eligibility of your request.
If possible, include a direct link to the list of board members.
- 7 **Submit!**



WHAT'S NEXT?

Leadership Rewards are reviewed on the third Monday of every month. If your request is approved, Suncor will donate \$1000 directly to the organization. They will receive the donation the following month.

Employees and retirees are eligible to earn \$1000 in Leadership Rewards per year. If you volunteer on two boards, indicate in the comments if you would like to split the donation between the organizations.

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