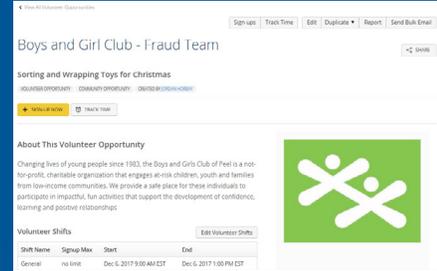


VIEW YOUR VOLUNTEER OPPORTUNITY

Once your volunteer opportunity is created, you have different tools available to share the opportunity and manage your volunteers.

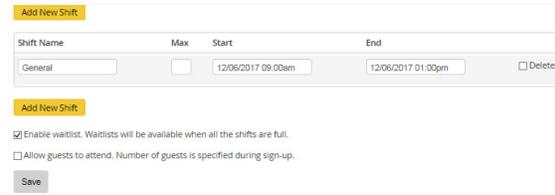
To view your volunteer opportunity, head to your profile in SunCares and select "My Initiatives". Select the opportunity you want to manage.

Volunteering Favorites Initiatives Rewards Settings



CREATE SHIFTS

Select "Edit Volunteer Shifts" if the volunteer opportunity requires different roles to be filled. Customize the name, number of volunteers needed, start and end dates, enable a waitlist and allow guests to attend for each role.

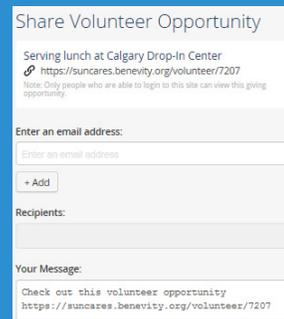


Tip If your volunteer opportunity is ongoing throughout the year, you can create a shift for each day rather than individual opportunities for each. Just ensure you include the max number of people who can sign up for each day.

INVITE YOUR TEAM

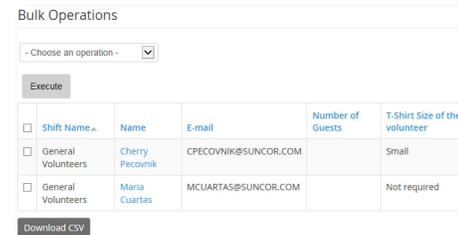
Select "Share" to enter your team's emails or other Suncor employees you'd like to invite to your volunteer opportunity. The email message field automatically includes the link to the volunteer opportunity, but you can customize your message with a few tips including:

- Add this opportunity to your outlook calendar, just modify the reminder default to none
- If you sign-up and are no longer able to attend, cancel through SunCares so employees on the waitlist will receive a notification



VIEW AND MANAGE VOLUNTEER SIGN-UPS

Select "Sign-ups" to view who has signed up for the activity, the number of guests each is bringing and what t-shirt size they require. Pull a csv for offline management. Under Bulk Operations you can cancel, move or email sign-ups.



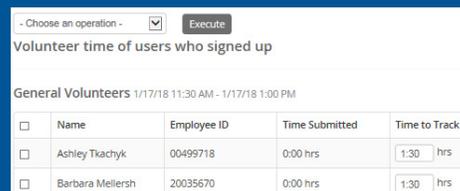
T-SHIRTS

If you need SunCares t-shirts, email suncares@suncor.com with your location, the number of t-shirt sizes you require and the date of your volunteer event for pick up information.

Tip As the opportunity creator you will not receive an email when an employee cancels. It is good practice to check the volunteer list as close to the event as possible.

TRACK VOLUNTEER TIME

Encourage volunteers to track their time, but if they don't you can for them by selecting "Track Time" from the drop down. Guest volunteer time is not tracked.



REWARDS

Team building opportunities during work hours are not eligible activities to earn individual rewards, but Suncor will provide a donation directly to the host organization after the event takes place and volunteers have tracked their time.