

## TRACK YOUR VOLUNTEER TIME

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

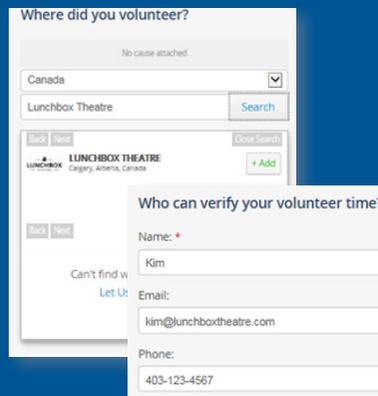


## ADD THE ORGANIZATION AND CONTACT

- 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

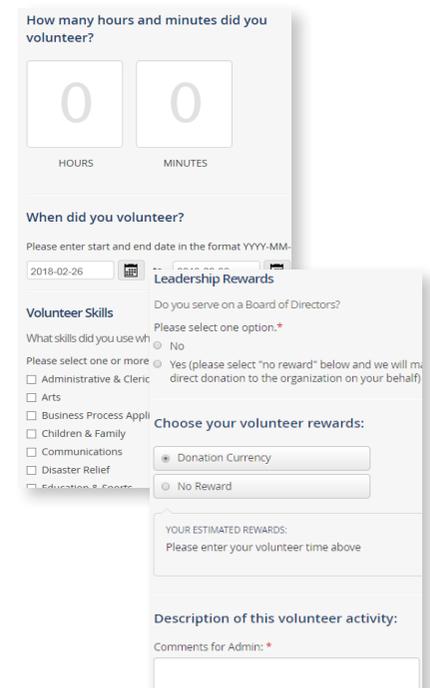
- 2 Enter the organization contact who can verify your volunteer time



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.

## ENTER VOLUNTEER DETAILS

- 1 **Enter** the amount of time you volunteered with the organization
- 2 **Enter** the date your volunteer activity took place
- 3 **Enter** any relevant skills you used while volunteering
- 4 Under *Leadership Rewards* **select** “No”
- 5 Under *Choose your volunteer rewards* **select** “Donation Currency” and your estimated rewards will appear below. Employees and retirees are eligible to earn \$17/hour, up to \$1000/year
- 6 **Enter** a summary of your volunteer role in the comments field. This helps determine eligibility of your Volunteer Rewards request.
- 7 **Submit!**



## NEXT STEPS: DONATE YOUR REWARDS

Once your Volunteer Reward request has been reviewed and approved, **your account will be seeded with reward dollars** you can donate to any non-profit or charity of your choice. All rewards earned in a given year expire

December 1 of the same year. Ensure you **donate your rewards before the expire!**

See the reference guide “how to donate SunCares Rewards” for steps on how to donate your rewards.