Create a volunteer opportunity

Follow these steps to create a volunteer opportunity:

1. In the SunCares site’s main navigation bar, select Volunteer > Create a volunteer opportunity

What is the volunteer opportunity about?

2. Enter a descriptive name for the volunteering activity.
   Opportunity Name: *

3. Enter a summary of the volunteer activity.
   Opportunity Summary: *

4. Enter the opportunity description – what the activity requires, any safety information, etc.
   Opportunity Description:

5. Enter lives impacted - this section isn't required. You can leave it empty.
   Lives Impacted:

Is the activity good for kids? Is it a team event?

6. Select all applicable check boxes.
   - Good for Kids
   - Team Event
Attach a cause

7. Enter the name of the organization the volunteer activity is in support of and click Search.

8. Locate your organization in the search results and click Add.

Add image

This field is not required, but recommended.

9. Click Choose File and find the photo from your computer to open.

10. Click Upload.

Add hero image

This field is not required and can be left blank.

Add location

11. Select the location option that aligns with your activity and enter the location name.

- This opportunity has a location
- This opportunity is remote or has no location
- This opportunity has multiple locations

Location Name: *
12. If there is a location, enter the address and click **Search**. Double check the address to ensure it's correct.

Address: *

[Search]

**Enter date and time**

13. Enter the start date and time of the volunteer activity.

Start Date/Time: *

Format: 2019-11-28  Format: 12:20PM

14. Enter the end date and time of the volunteer activity.

End Date/Time:

Format: 2019-11-28  Format: 12:20PM

15. Enter the correct time zone where the activity is taking place.

Time Zone: *

[America/Edmonton]

Verify timezone matches volunteer opportunity location

**Enter volunteer information**

16. Check the boxes “**I need participants T-Shirt Size**” if you are creating a team volunteer activity, and “**Send users email reminder to track their time**”

Note: You do not need to check the box “Add a ‘Comments to Volunteering Contact’ field”

- [ ] I need participants T-Shirt Size
- [ ] Add a "Comments to Volunteering Contact" field
- [x] Send users email reminder to track their time

**Contact information**

17. Enter all the opportunity contact information.
Create a volunteer opportunity

Quick Reference Guide

Name of the Opportunity Contact: *

Phone: *

Email: *

Notify contact when users sign up for this opportunity

Sharing

This section is not required and can be left blank.

Website URL:

Facebook Page URL:

Twitter Name:

Skills and interests

This section is not required and can be left blank.

What volunteer skills would help most?

+ See all skill tags

What type of interests does this opportunity appeal to?

+ See all interest tags

Comment settings

18. Select Read/Write.
Visibility

19. Select **Company-Wide** if any Suncor employee can sign up for the volunteer opportunity, or select **By Invitation** if the volunteer activity is for a private group.

- **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.

Click **Submit**.

Note: Once your volunteer opportunity is submitted, a member from the Suncor Energy Foundation team will review and approve it. You will receive an email notification and will be able to **add different volunteer shifts** to your volunteer opportunity if applicable.