

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:

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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**.

Where did you volunteer?

No cause attached

Canada

Lunchbox Theatre

Search

Back Next Close Search

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

Back Next

LUNCHBOX THEATRE
LUNCHBOX
Calgary, Alberta, Canada

+ Add

Add image

This field is not required, but recommended.

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

▼ All Files

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: *

Enter date and time

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

Start Date/Time: *

<input type="text"/>	<input type="text"/>
Format: 2019-11-28	Format: 12:20PM

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

End Date/Time:

<input type="text"/>	<input type="text"/>
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
- Send users email reminder to track their time

Contact information

17. Enter all the opportunity contact information.

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**.

- Disabled
- Read only
- 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.