How to create and manage a volunteer opportunity

Note: It is recommended that you complete this action using the web (desktop) version of SunCares.

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?

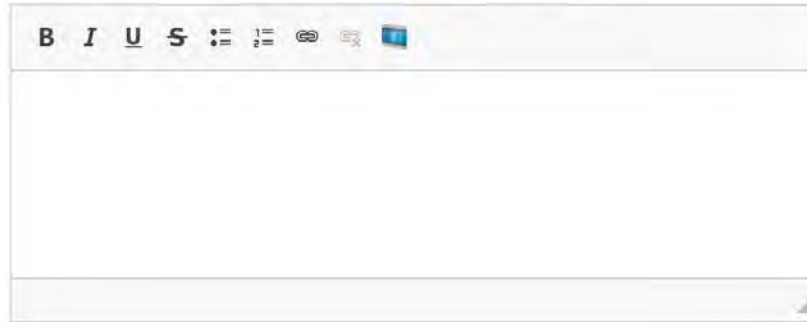2. Enter a descriptive name for the volunteering activity.

Opportunity Name: *

3. Enter a summary of the volunteer activity.

Opportunity Summary: *

4. Describe the goal of the opportunity and why it is important.

Describe the goal of this opportunity and why it's important:

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

Lives Impacted:

6. Is the activity good for kids? Is it a team event? Select all applicable check boxes.

Event Descriptors:

☐ Good for Kids

☐ Team Event

When and where

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

Start Date/Time: *

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

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

End Date/Time:

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

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

Time Zone: *

America/Edmonton

Verify timezone matches volunteer opportunity location

10. Add if the opportunity has a location or not.

⦿ Cette occasion n'a pas d'emplacement ou est virtuelle

◯ Cette occasion a un emplacement

11. Add any notes to the date and location required.

Contact information

12. Enter all the opportunity contact information.

Contact Information

Primary Contact

Contact Name: *

Contact Phone: *

Contact Email: *

☑ Notify contact when users sign up for this opportunity

⊕ ADD ANOTHER CONTACT

☐ Add a "Comments to Volunteering Contact" field in volunteer signup form

Attach a cause

13. Choose whether or not you want to attach a cause to the opportunity.

Cause

Would you like to attach a Cause to this Volunteer Opportunity?: *

🔘 Yes   ⭕ No

Here, you can attach a Cause to this Volunteer Opportunity using the search field below: *

No cause attached

Filter by country/location:

Canada ⌄

Enter the cause name or keywords   Search

14. Enter the name of the organization the volunteer activity is supporting, along with the country, and click search. Click the **add** button to attach the cause to your opportunity.

Shifts

15. Use this tab to add the type of volunteers the cause requires, along with times required (optional) and maximum number of volunteers (optional).

16. Select any additional options required for the shifts.

Additional Options

These additional options, when selected, will apply to all shifts.

☐ Set a deadline for shift sign up

☐ Enable waiting list. Waiting lists will be available when all the shifts are full

☐ Send volunteers email reminders to track their time

☐ Allow guests to attend. Number of guests is specified during sign-up

Add image for search results

This field is recommended but not required.

17. Click **Choose File** and find the photo from your computer to **open**. File format requirements:

> Maximum file size: *200 MB*
> Allowed extensions: *png gif jpg jpeg*
> Images must be between 300x225 pixels and 5000x5000

Add a smaller image for search results and browsing featured items:

| Choose File | No file chosen | Upload |

Maximum file size: *200 MB*
Allowed extensions: *png gif jpg jpeg*
Images must be between 300x225 pixels and 5000x5000

Remove

18. Click **Upload**.

Add larger image for the detail page

This field is not required and can be left blank.

- Click **Choose File** and find the photo from your computer to **open**. File format requirements:

  Maximum file size: *200 MB*
  Allowed extensions: *png gif jpg jpeg*
  Images must be between 1080x250 pixels and 5000x5000

Volunteers

19. Add any skills and interests to indicate what skills would help the most. 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

20. Waiver - Add a waiver if the cause associated with this volunteer opportunity requires one to be signed

   Waiver

   Waiver status

   No Waiver

   Waiver Document URL:

   Enter valid URL. e.g. http://www.example.com/document.html

21. Check the following box if your cause is a team cause that requires t-shirts.

Extras

☐ I require T-shirt sizes for volunteers

Promotion

22. Sharing - This section is not required and can be left blank

Website URL:

Facebook Page URL:

Twitter Name:

23. **Select the preferred opportunity visibility**

- 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.

Rewards

24. External volunteer opportunities will be automatically eligible for volunteer rewards. Any internal Suncor events will not be eligible for rewards.

Volunteer Rewards

○ Default ($17/hr)
Default ($17/hr)

● Default Reward Configuration
Standard volunteer rewards configured for your program

○ No Rewards
The base configuration installed by default

Click Submit.

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.
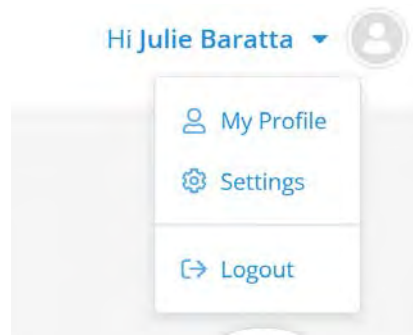
Manage a volunteer opportunity

> Note: Once your volunteer opportunity is approved, you can manage the opportunity by creating volunteer shifts, pulling a list of all volunteer sign-ups and requesting SunCares t-shirts for volunteers.
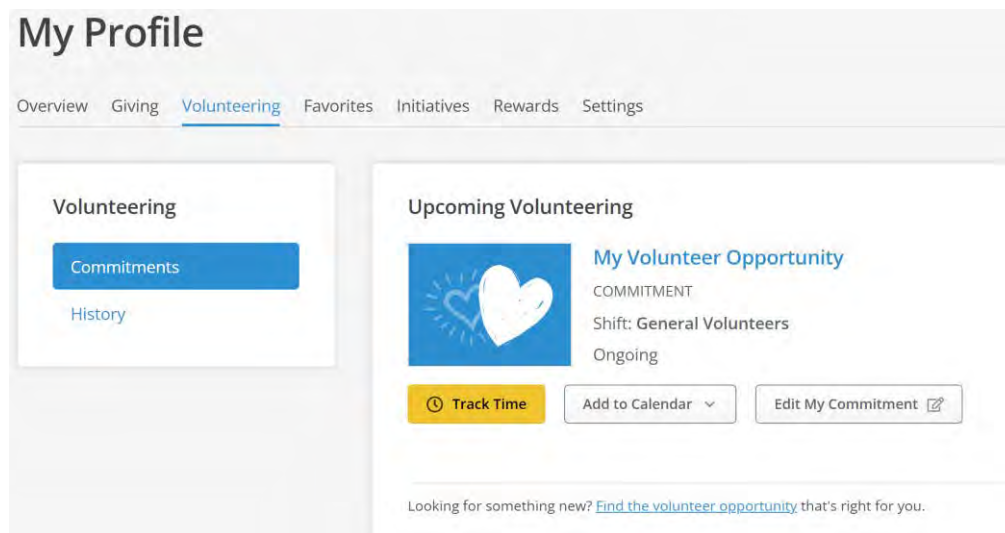>
> It is recommended that you complete this action using the web version of SunCares

Follow these steps to manage a volunteer opportunity:

1. From your SunCares dashboard, click **Your Name > My Profile** in the top right corner.

2. Click **Volunteering** and select the volunteer opportunity you wish to **view, manage or edit**.

View and manage your volunteers, and request t-shirts

Select **Sign-ups** at the top right to view and manage who has signed up for the activity, the number of guests each employee is bringing and what SunCares t-shirt size they need.

Select **edit opportunity** at the top right to view and make changes to your volunteer opportunity.

Add volunteer shifts to your opportunity

This step is optional.

3. Click **Edit Volunteer Shifts** to create different shifts for your volunteer opportunity.

Quarts de bénévolat

Télécharger le modèle d'inscription de groupe

Modifier les quarts de bénévolat

4. Click **Add New Shift** to enter a new volunteer shift with its own start date and time and end date and time.

Add Shift   ⓘ Unsav

Shift name   Max volunteers (optional

0 spots filled (no limit)

Does the shift have a start and end date?

● Yes   ○ No

Start date   Start time
May 25, 2022   📅   12:00 PM   ∨   MDT

End date   End time
May 25, 2022   📅   2:00 PM   ∨   MDT

Volunteering time for the shift (optional)

2   00
Hours   Minutes

5. Check **Enable Waitlist** if you would like to include a waitlist for the volunteer opportunity.

☑ Enable waiting list. Waiting lists will be available when all the shifts are full
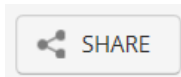
6. Check **Allow Guests to Attend** if you'd like to allow employees to invite friends, family or contractors. Guests are not eligible for SunCares volunteer rewards.

   ☑ Allow guests to attend. Number of guests is specified during sign-up

7. Click **Save**.

Share your volunteer opportunity

8. Click **Share** to invite your team to volunteer at your opportunity.

   ◁ SHARE

   a. You can email through outlook by coping the share link

   Share Volunteer Opportunity ✕

   Only people in your company can access this page. It will open in SunCares.

   https://benevityapp.page.link/SEsD7PuQv5wZ6ajYA   📋 Copy