

How to earn and donate volunteer rewards

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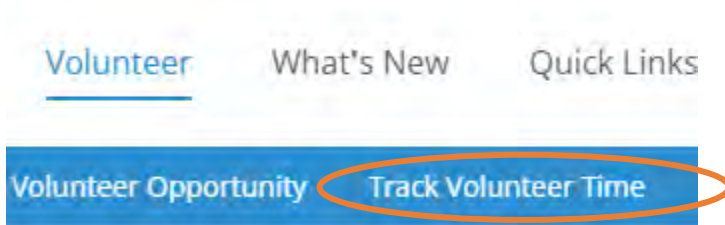
Step 1: Track Your Volunteer Time – Desktop

After you volunteer with an organization, you can track that time to earn volunteer rewards dollars that you can donate to any eligible community organization of your choice.

Note: The organization you volunteer with must already be in Benevity for you to track your time. If it isn't, you can nominate it in SunCares by selecting **Quick Links > Nominate a cause**, and Benevity will work with the organization to set up their account.

Follow these steps to track your volunteer time. All form fields denoted with an asterisk (*) is required.

1. In the SunCares site's main navigation bar, select **Volunteer > Track Volunteer Time**.



Where did you volunteer?

2. If you volunteered for a **specific cause**, select **“a specific cause”** and follow the steps below.

If you volunteered for a **community act of caring**, select **“something else”** and complete the required details. Acts of caring include shoveling a neighbour’s walk or mowing their lawn, participating in a community clean up or supporting a humanitarian response.



3. Enter the country and name of the organization you volunteered with and click **Search**.



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



Who can verify your volunteer time?

5. Enter the **organization contact who can verify your volunteer time**.



Who can verify your volunteer time?

Name: *

Email:

Phone:

How long did you volunteer for and when?

6. Enter the **hours and minutes** you volunteered and the **date** or date range for when you volunteered.

Volunteer skills

7. This section isn't required. You can leave it empty or choose any skills that apply.

Choose your volunteer rewards:

8. Choose the rewards that your volunteer activity is eligible for.
 - For **external volunteer opportunities** where the community is the benefactor, select "Donation Currency".

- For **internal (Suncor) volunteer opportunities** where Suncor employees are the benefactor, or you've reached your annual volunteer rewards cap you can select "No Rewards".

Note: You can earn \$17/hr up to \$2,000/year to donate to any organization of your choice

Choose your volunteer rewards:

Donation Currency

No Reward

YOUR ESTIMATED REWARDS:
Please enter your volunteer time above

What did you do when volunteering?

9. To help determine the eligibility of your volunteer rewards request, enter a summary of your volunteer role or outline specific duties you completed while volunteering. For example: 1 hour of meal prep.

Rate your volunteer experience

10. This section isn't required. If you wish to rate your volunteer experience, you can do so here.

Review and submit your time

11. Click **Confirm** and then **Submit**.

Note: Once your volunteer time has been submitted it will be routed for approval. Once approved, any rewards donation currency earned will be deposited to your SunCares Giving Account. Don't forget to go back into your account and donate your rewards dollars to any community organization of your choice. See step 2 of this QRG.

Step 2: Donate your Volunteer Rewards – Desktop

Once your volunteer time has been submitted and approved, any volunteer rewards dollars earned will be deposited to your **SunCares Giving Account** bank.

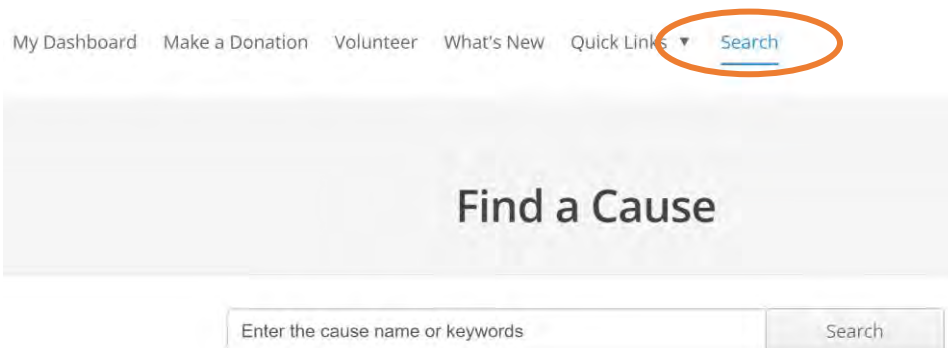
Then you need to donate your rewards dollars to any community organization of your choice before they expire. Follow these steps to donate your volunteer rewards.

Note: If this is your first time making a donation in SunCares, you will be asked to fill out personal information for tax purposes. You are not eligible to receive tax receipts for volunteer reward donations. There is only one donation form for all types of donations.

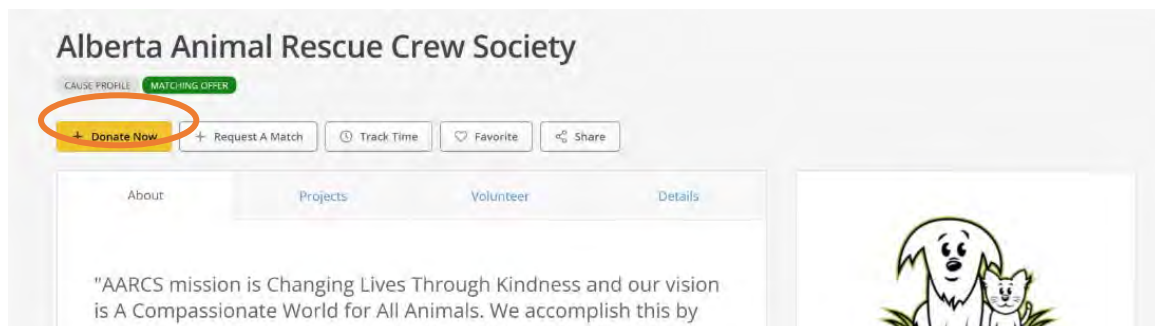
Note: If a specific cause or organization is not listed in Benevity, refer to the Nominate Cause form.

Search for the cause you wish to make your donation to:

1. In the SunCares site's main navigation bar, select **Search** and enter the name of the cause or organization you'd like to make a donation to.

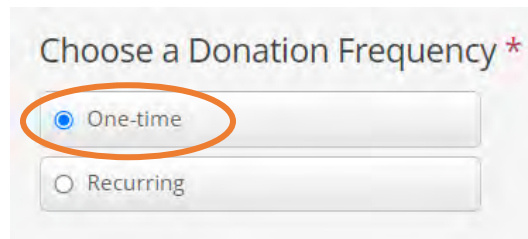


2. Once you find the correct organization, select **Donate Now**



Complete the form

3. Enter the **amount** you would like to donate.
4. Select **one-time** under donation frequency.

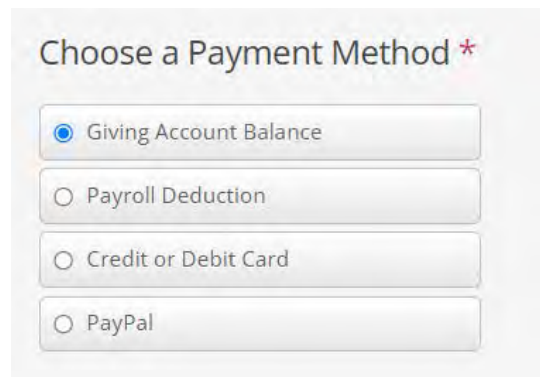


Choose a Donation Frequency *

One-time

Recurring

5. Select **Giving Account Balance** under payment method.



Choose a Payment Method *

Giving Account Balance

Payroll Deduction

Credit or Debit Card

PayPal

Note: you are not eligible to receive a donation match with Giving Account Balance payment method.

Information shared with charity

6. Select what personal information you'd like to share with the cause. If you'd like to direct your donation to a specific team, school, fundraising page or funding priority, select the **Leave a comment** check box, and enter the information.

Information shared with charity

Name, Postal/ZIP and Email

Share the information above with the recipient cause.

Leave a comment

7. Click **Next: Confirm Donation** to proceed

8. Review the details of your donation and **Submit Donation**.

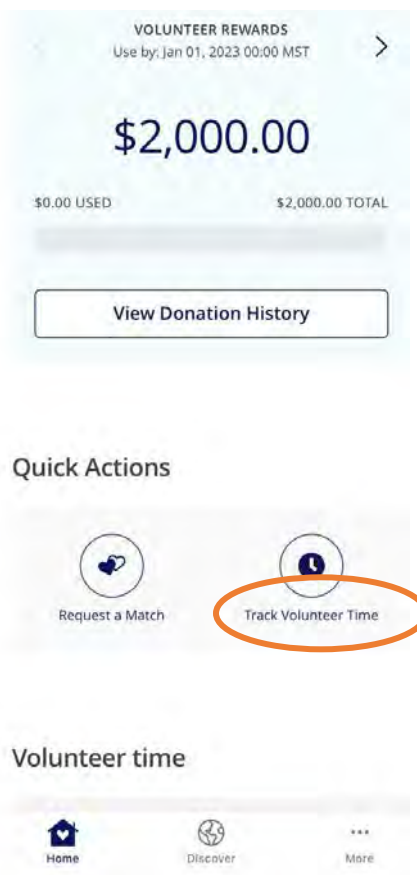
Note: Once your donation has been submitted, Benevity will aggregate all donations and disperse to the organization the following month.

How to earn and donate your volunteer rewards – Mobile app

Step 1: Track Your Volunteer Time

All form fields denoted with an asterisk (*) is required.

1. Launch and log into the Benevity mobile app
2. Navigate to the **'Home'** tab of the app and select **'Track volunteer time'**

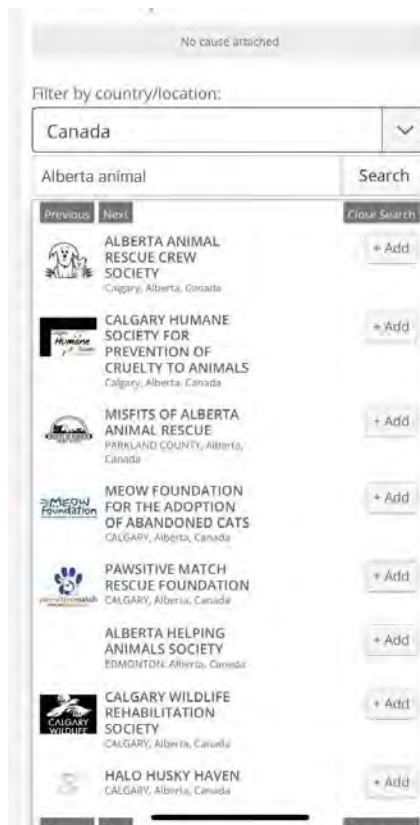


Where did you volunteer?

3. If you volunteered for a **specific cause**, select **“a specific cause”** and follow the steps below.


If you volunteered for a **community act of caring**, select **“something else”** and complete the required details. Acts of caring include shoveling a neighbour’s walk or mowing their lawn, participating in a community clean up or supporting a humanitarian response.

4. Enter the name of the organization you volunteered with and click **Search**. Locate the organization in the search results and click **Add**.



Who can verify your volunteer time?

5. Enter the **organization contact who can verify your volunteer time**.



A screenshot of a mobile application form. At the top right, there is a 'Done' button. The form title is 'Who can verify your volunteer time?'. Below the title, there are three input fields: 'Name: *', 'Email:', and 'Phone:'. Each field has a corresponding text input box.

How long did you volunteer for and when?

Enter the hours and minutes you volunteered and the date or date range for when you volunteered.

Volunteer skills

This section isn't required. You can leave it empty or choose any skills that apply.

Choose your volunteer rewards:

6. Choose the rewards that your volunteer activity is eligible for.
 - For **external volunteer opportunities** where the community is the benefactor, select "Donation Currency".
 - For **internal (Suncor) volunteer opportunities** where Suncor employees are the benefactor, or you've reached your annual volunteer rewards cap you can select "No Rewards".

Note: You can earn \$17/hr up to \$2,000/year to donate to any organization of your choice.

Done

Choose your volunteer rewards:

Donation Currency

No Reward

YOUR ESTIMATED REWARDS:
Please enter your volunteer time above

What did you do when volunteering?

For example, 1 hour meal prep and 1 hour cleaning:
*

Rate your volunteer experience:

☆☆☆☆☆

Next: Confirm Volunteer Time

What did you do when volunteering?

7. To help determine the eligibility of your volunteer rewards request, enter a summary of your volunteer role or outline specific duties you completed while volunteering.

Rate your volunteer experience

8. This section isn't required. You can leave it empty.

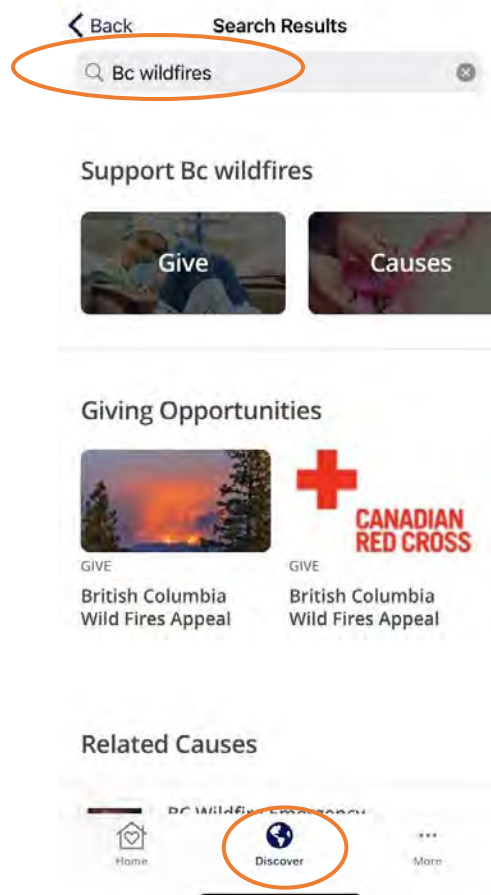
Review and submit your time

9. Click **Confirm** and then **Submit**.

Note: Once your volunteer time has been submitted it will be routed for approval. Once approved, any rewards donation currency earned will be deposited to your SunCares Giving Account. Don't forget to go back into your account and donate your rewards dollars to any eligible community organization of your choice. See step 2 of this QRG.

Step 2: Donate your volunteer rewards

1. Navigate to the 'Discover' tab on the app and search for the cause you would like to make a donation to.



2. Select the cause and click the '**donate now**' button.



Complete the donation form

3. Enter a **donation amount** (in CAD)
4. Select **one-time** under donation frequency.
5. Select **Giving Account Balance** under payment method.

The screenshot shows a mobile application interface for a donation. At the top right is a 'Done' button. Below it is a box stating 'No matching available'. The next section is 'Choose a Donation Frequency *' with two radio button options: 'One-time' (selected) and 'Recurring'. Below that is 'Information shared with charity' with a checkbox for 'Leave a comment'. The next section is 'Choose a Payment Method *' with a 'Donate with Apple Pay' button and four radio button options: 'Giving Account Balance' (selected), 'Payroll Deduction', 'Credit or Debit Card', and 'PayPal'. The final section is 'Frequency Notes' with a text box containing the message: 'You have selected a one-time Giving Account donation. This deduction will occur once for the amount entered above.'

Note: You are not eligible to receive a donation match with Giving Account Balance payment method.

6. Click **Next: Confirm Donation**

7. Review the details of your donation and **Submit Donation**.

Note: Once your donation has been submitted, Benevity will aggregate all donations and disperse to the organization the following month.