

# How to Nominate an Organization

Quick Reference Guide



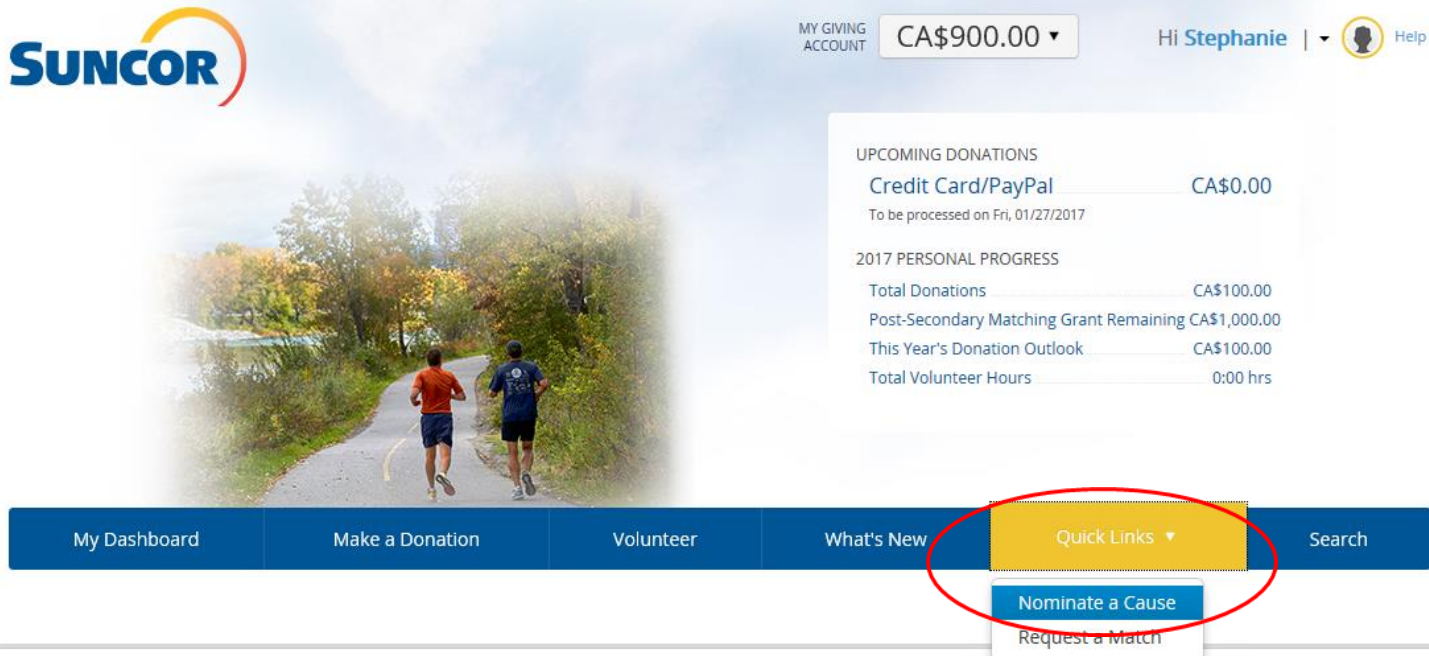
## Eligible Community Organizations

- Eligible community organizations are organizations registered in the Benevity Causes Portal

## What if my charity doesn't appear in the list?

- If you are looking for a specific organization try putting your search terms in quotations or if it's a registered charity you can search by the charity EIN number instead.
- If you still can't find the organization, you can nominate it by navigating to:

**Quick Links > Nominate a Cause**



The screenshot displays the SUNCOR user interface. At the top left is the SUNCOR logo. To the right, it shows 'MY GIVING ACCOUNT' with a balance of 'CA\$900.00' and a user profile for 'Hi Stephanie'. Below this is a summary of 'UPCOMING DONATIONS' and '2017 PERSONAL PROGRESS'. At the bottom, a navigation bar contains several buttons: 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'. The 'Quick Links' button is highlighted with a red circle, and a dropdown menu is open below it, showing 'Nominate a Cause' and 'Request a Match'.

**SUNCOR**

MY GIVING ACCOUNT CA\$900.00 Hi Stephanie | Help

UPCOMING DONATIONS

Credit Card/PayPal CA\$0.00  
To be processed on Fri, 01/27/2017

2017 PERSONAL PROGRESS

Total Donations CA\$100.00  
Post-Secondary Matching Grant Remaining CA\$1,000.00  
This Year's Donation Outlook CA\$100.00  
Total Volunteer Hours 0:00 hrs

My Dashboard Make a Donation Volunteer What's New Quick Links Search

Nominate a Cause  
Request a Match

# Complete form

- Please provide as much information as possible in the form provided. A Benevity support team member will follow up regarding your request.

## Nominate Cause

Use this form to nominate an organization that you would like to have available within your Workplace Giving Program.

Fields marked with an asterisk \* are required.

### Your Details

Email Address: \*

First Name: \*

Last Name: \*

Country Where You are Located: \*

### Cause Details

Organization Type: \*

Registered Charity

School

Church

Other

Organization Name: \*

Government ID:

US: EIN, search [GuideStar®](#), CAN: CRA#, AUS: ABN, IRL: CHY, SGP: UEN. Including the Government ID reduces nomination time by up to 50%.

Organization Website:

Reason for Nomination: \*

500 Characters Remaining

### Contact

Contact First Name: \*

Contact Last Name: \*

Contact Email Address: \*