

SUNCOR

SunCares Leadership Rewards

Quick reference guide



Leadership Rewards

- In recognition of employee and retiree involvement on a eligible community organization Board of Directors or equivalent governing body for eligible community organization, SunCares will provide \$1,000 per year per employee or retiree to the organization.

Guidelines

- Formal verification of the employee or retiree's board membership will be done prior to approval.

Leadership Rewards are not eligible for:

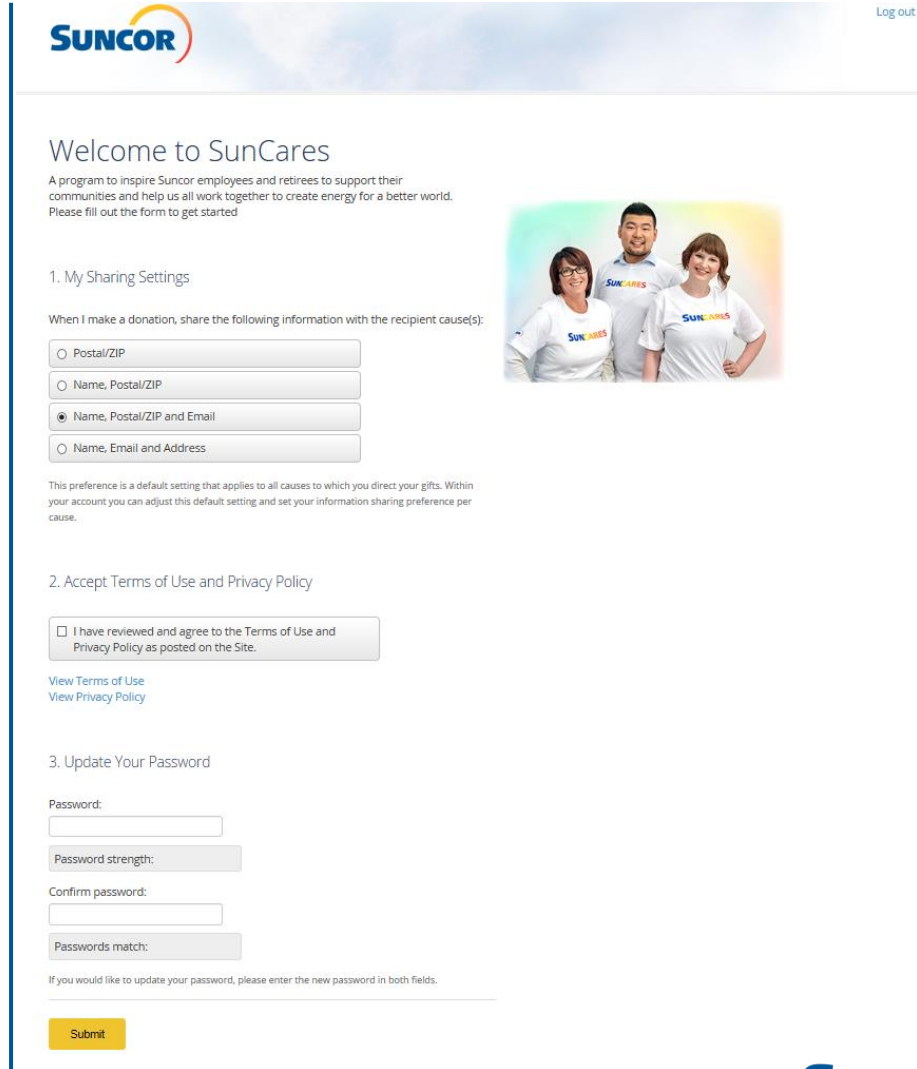
- Religious or cultural organizations
- Committee or cabinet roles or roles in a similar organizing capacity

Step 1: Sign into your SunCares account from **inside** the Suncor network

- Go to SunCares on The Core and click “Access SunCares”

First time login:


- Select your sharing settings. This information will be shared with the organization you make a donation.
- Read the “Terms of Use” and “Privacy Policy” before checking the acknowledgment box.
- Create a unique password
- Submit to be directed to SunCares



SUNCOR Log out

Welcome to SunCares

A program to inspire Suncor employees and retirees to support their communities and help us all work together to create energy for a better world. Please fill out the form to get started



1. My Sharing Settings

When I make a donation, share the following information with the recipient cause(s):

- Postal/ZIP
- Name, Postal/ZIP
- Name, Postal/ZIP and Email
- Name, Email and Address

This preference is a default setting that applies to all causes to which you direct your gifts. Within your account you can adjust this default setting and set your information sharing preference per cause.

2. Accept Terms of Use and Privacy Policy

I have reviewed and agree to the Terms of Use and Privacy Policy as posted on the Site.

[View Terms of Use](#)
[View Privacy Policy](#)

3. Update Your Password

Password:

Password strength:

Confirm password:

Passwords match:

If you would like to update your password, please enter the new password in both fields.

Step 1: Sign into your SunCares account from **inside** the Suncor network

Future login:

- You will be directed to your “Dashboard” where you can update your profile, explore featured giving and volunteer opportunities and view your engagement history

The screenshot displays the Suncor SunCares user dashboard. At the top left is the Suncor logo. The top right shows the user's name 'Hi Stephanie' and a help icon. Below the logo is a large image of a group of people in SunCares shirts. The dashboard content includes:

- MY GIVING ACCOUNT:** CA\$1,000.00
- UPCOMING DONATIONS:** Credit Card/PayPal CA\$0.00, To be processed on Fri, 01/27/2017
- 2017 PERSONAL PROGRESS:**

Total Donations	CA\$0.00
Education Match Remaining	CA\$1,000.00
This Year's Donation Outlook	CA\$0.00
Total Volunteer Hours	0:00 hrs

The bottom navigation bar contains the following links: My Dashboard (highlighted in yellow), Make a Donation, Volunteer, What's New, Quick Links (with a dropdown arrow), and Search.

Step 1: Sign into your SunCares account from **outside** the Suncor network

- Follow the link to the [SunCares login page](#)*
- Enter your 8-digit employee ID number to login. If your ID number is not 8-digits please add the corresponding zeros at the beginning (1384 would become 00001384).
- Click “Sign In”

**You are now leaving The Core/www.suncor.com and being redirected to <https://suncares.benevity.org>. By continuing on to <https://suncares.benevity.org> you hereby acknowledge that any collection, use or disclosure of your personal information is governed by the Benevity, Inc. (“Benevity”) privacy policy found at <https://suncares.benevity.org> and not Suncor’s policies. Suncor assumes no responsibility or liability in connection with your interactions with Benevity and you hereby waive any claim you may have against Suncor, its officers, directors, employees, contract personnel, representatives, advisors and agents, and the directors, officers, employees, contract personnel, representatives, advisors and agents of Suncor’s affiliates with respect to same. If you have any questions with respect to the foregoing, please contact, sef@suncor.com*

SUNCOR

Log in to SunCares

Logging in from outside the Suncor network?
Enter your Suncares User ID and Password below*
Signing in for the first time and don't have a password? Set one [here](#).

Logging in from inside the Suncor network?
Select the "Click to Login Using Single Sign On" button below.

Username: *

Password: *

[Forgot Password?](#)

SIGN IN

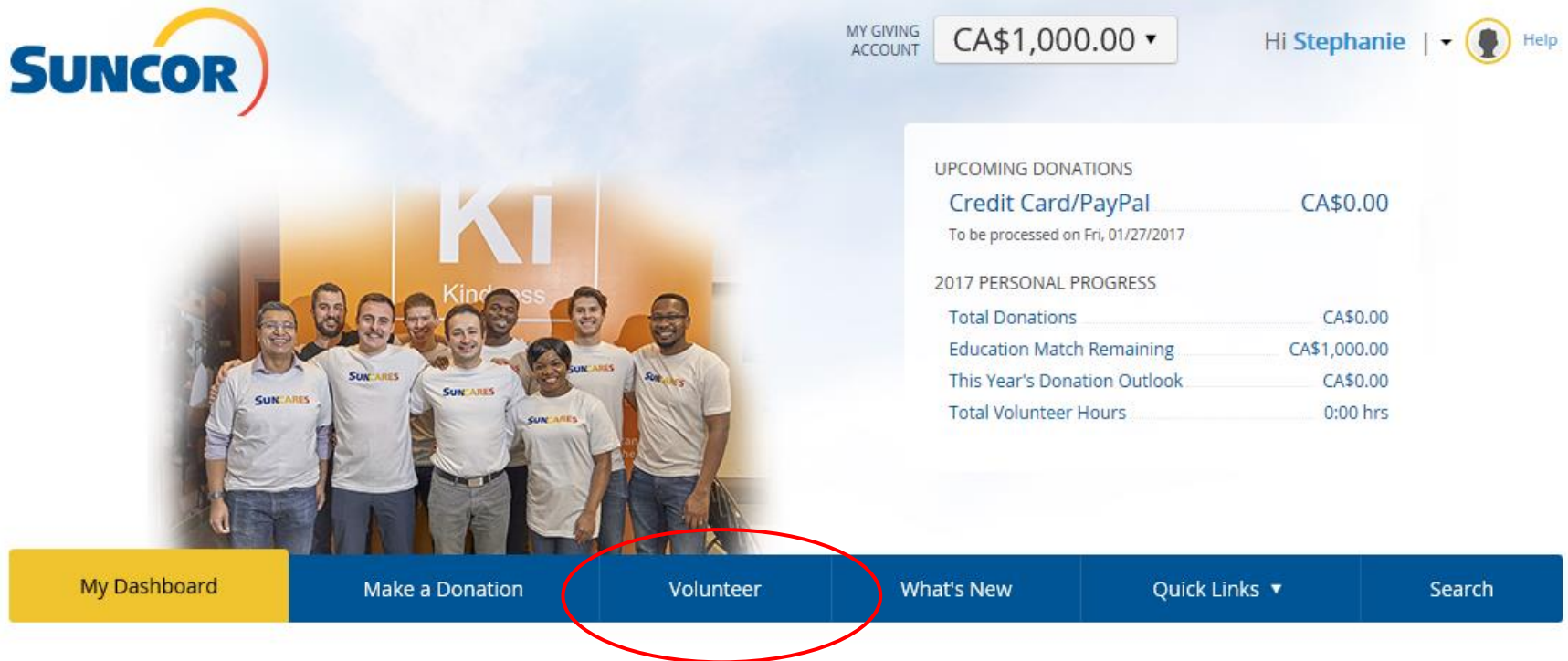
CLICK TO LOG IN USING SINGLE SIGN ON

*Your SunCares Username is your eight digit employee ID. If needed, please add zeros before your number to make it eight digits. Examples: 00555555, 00055555.

Select a new language
Français

Step 2: Select “Volunteer”

- Along the main navigation bar, select “Volunteer”



The screenshot displays the SUNCOR website dashboard. At the top left is the SUNCOR logo. To the right, it shows 'MY GIVING ACCOUNT' with a balance of 'CA\$1,000.00' and a user greeting 'Hi Stephanie'. Below this is a section for 'UPCOMING DONATIONS' and '2017 PERSONAL PROGRESS'. At the bottom is a navigation bar with several options: 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'. The 'Volunteer' option is circled in red.

SUNCOR

MY GIVING ACCOUNT CA\$1,000.00

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\$0.00
Education Match Remaining	CA\$1,000.00
This Year's Donation Outlook	CA\$0.00
Total Volunteer Hours	0:00 hrs

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

Step 3: On the secondary navigation bar select “Track Volunteer Time”

The screenshot shows the SUNCOR website's secondary navigation bar. The SUNCOR logo is on the left. On the right, there is a 'MY GIVING ACCOUNT' section showing 'CA\$1,000.00', a user greeting 'Hi Stephanie', and a 'Help' icon. The navigation bar consists of several menu items: 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'. The 'Volunteer' menu item is highlighted in yellow. Below it, three sub-links are visible: 'Browse Volunteer Opportunities', 'Create a Volunteer Opportunity', and 'Track Volunteer Time'. The 'Track Volunteer Time' link is circled in red.

Featured Volunteer Opportunities
Connect with the community through Volunteering

Step 4: Select organization name

- Select the country the organization is in, this will pre-populate based on the country you work in but can be changed by selecting the drop down arrow.
- Enter the organization name in the Search Field and click “Search”
- Use the search field to find the Cause, and then click +Add next to select the organization.

TRACK VOLUNTEER TIME
Track External Volunteering

Where did you volunteer?

No cause attached

Canada

Lunchbox Theatre

Search

LUNCHBOX THEATRE
Calgary, Alberta, Canada

+ Add

Back Next Close Search

Can't find what you're looking for?
Let Us Help you Find it

How many hours did you volunteer?

0 0

HOURS MINUTES

Step 5: Complete form

- Enter organization contact who can verify your volunteer time
- Enter the amount of time you volunteered with the organization and the date range of your volunteer time

TRACK VOLUNTEER TIME
Track External Volunteering

Where did you volunteer?

LUNCHBOX THEATRE x Remove
Calgary, Alberta, Canada

Canada

lunchbox theatre

Who can verify your volunteer time?

Name: *

Email:

Phone:

How many hours did you volunteer?

HOURS MINUTES

When did you volunteer?

to

Step 5: Complete form

- Enter any skills you used as a member of the board
- Under Leadership Rewards, select “Yes”
- Under Choose your volunteer reward, select “no reward”.

By selecting “no reward” a direct donation will be processed and made to the organization. You will see this donation in your “Donation History” under “Dashboard” once it has been made.

- Provide your board member title in the comment box
- Select “Next: Confirm Volunteer Time”

Marketing
 Nonprofit Board of Directors
 Project Management
 Public Speaking
 Real Estate, Facilities & Construction
 Sales & Fundraising
 Strategy Development & Business Planning

Leadership Rewards

Do you serve on a Board of Directors?

No
 Yes (please select “no reward” below and we will make a direct donation to the organization on your behalf)

Choose your volunteer rewards:

Donation Currency
 No Reward

YOUR ESTIMATED REWARDS:
You've selected no rewards.

Description of this volunteer activity:

Comments for Admin: *

I am treasurer of the board.

Rate your volunteer experience:

★★★★★

Next: Confirm Volunteer Time

Step 6: Review your request form

- Ensure all information is correct, make any changes as necessary by selecting “Make changes to this volunteer time tracking”
- Select “Submit Volunteer Time”

TRACK VOLUNTEER TIME
LUNCHBOX THEATRE

Please Confirm Your Volunteering

Contact Information for Verification
Kim
kim@lunchboxtheatre.com
4031234567

Date of Volunteer Service
Jul 31, 2016 to Jul 31, 2017

Hours Volunteering
60:00

Estimated Rewards
You've selected no rewards.

Volunteer Skills
Communications, Marketing, Nonprofit
Board of Directors

Leadership Rewards Required.
Yes (please select "no reward" below and we will make a direct donation to the organization on your behalf)

Volunteer Experience Rating
★★★★★

Comments for Admin
I am treasurer of the board.

[Make changes to this volunteer time tracking](#)

Please Confirm Your Volunteer Time: By making this submission, I confirm that the above information is accurate and complies with my company's rules and guidelines for giving and/or volunteering.

Submit Volunteer Time

Confirmation



MY GIVING ACCOUNT

CA\$1,000.00 ▾

Hi **Stephanie** | ▾



My Dashboard

Make a Donation

Volunteer

What's New

Quick Links ▾

Search

TRACK VOLUNTEER TIME

Thank You for Volunteering

Your time has been submitted successfully.



Opportunity/Cause Name LUNCHBOX THEATRE

Tracked Time 60:00

Request Status Submitted for approval
You will be notified by email once your submission has been reviewed by an administrator.

- › [Find Another Opportunity](#)
- › [View My Dashboard](#)
- › [View Cause Profile](#)

