

SUNCOR

SunCares Post-Secondary Matching Grant

Quick Reference Guide



Post-Secondary Matching Grant

- **Suncor and the Suncor Energy Foundation will match contributions made by employees and retirees to eligible Canadian and international post-secondary educational institutions, to a maximum of \$1,000 per year per employee or retiree.**

Guidelines

- Post-secondary educational institutions must be
 - Members of either the Association of Universities and Colleges of Canada or the Association of Canadian Community Colleges
 - Accredited by a recognized accrediting agency of the U.S. Department of Education and/or the Council for Higher Education Accreditation
 - Authorized to issue receipts that are accepted by the federal government for tax deduction purposes (i.e., a Canadian registered charitable organization or an organization with 501 (c) (3) status in the United States or the international equivalent).
- Donations can be made directly through the SunCares Program or if made outside of this program a copy of the receipt from the post-secondary institution is required.

Post-secondary matching is not eligible for:

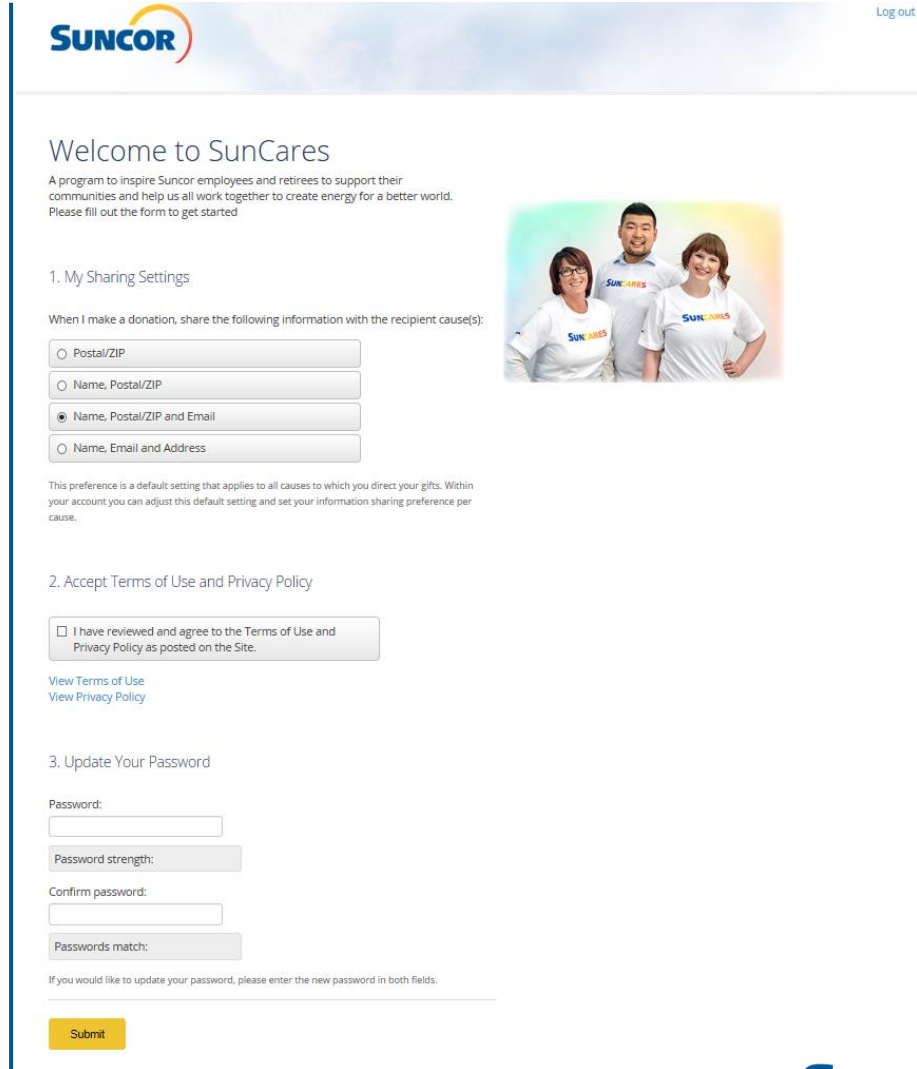
- A religious institution or program that is for the benefit of the membership or faith community only (for example, Bible colleges or other institutions that require a signed statement of faith).

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 includes a 'MY GIVING ACCOUNT' section with a balance of CA\$1,000.00. A 'UPCOMING DONATIONS' section shows a credit card/PayPal donation of CA\$0.00. A '2017 PERSONAL PROGRESS' section shows total donations of CA\$0.00, education match remaining of CA\$1,000.00, this year's donation outlook of CA\$0.00, and total volunteer hours of 0:00 hrs. A navigation bar at the bottom contains links for 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'.

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

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*

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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

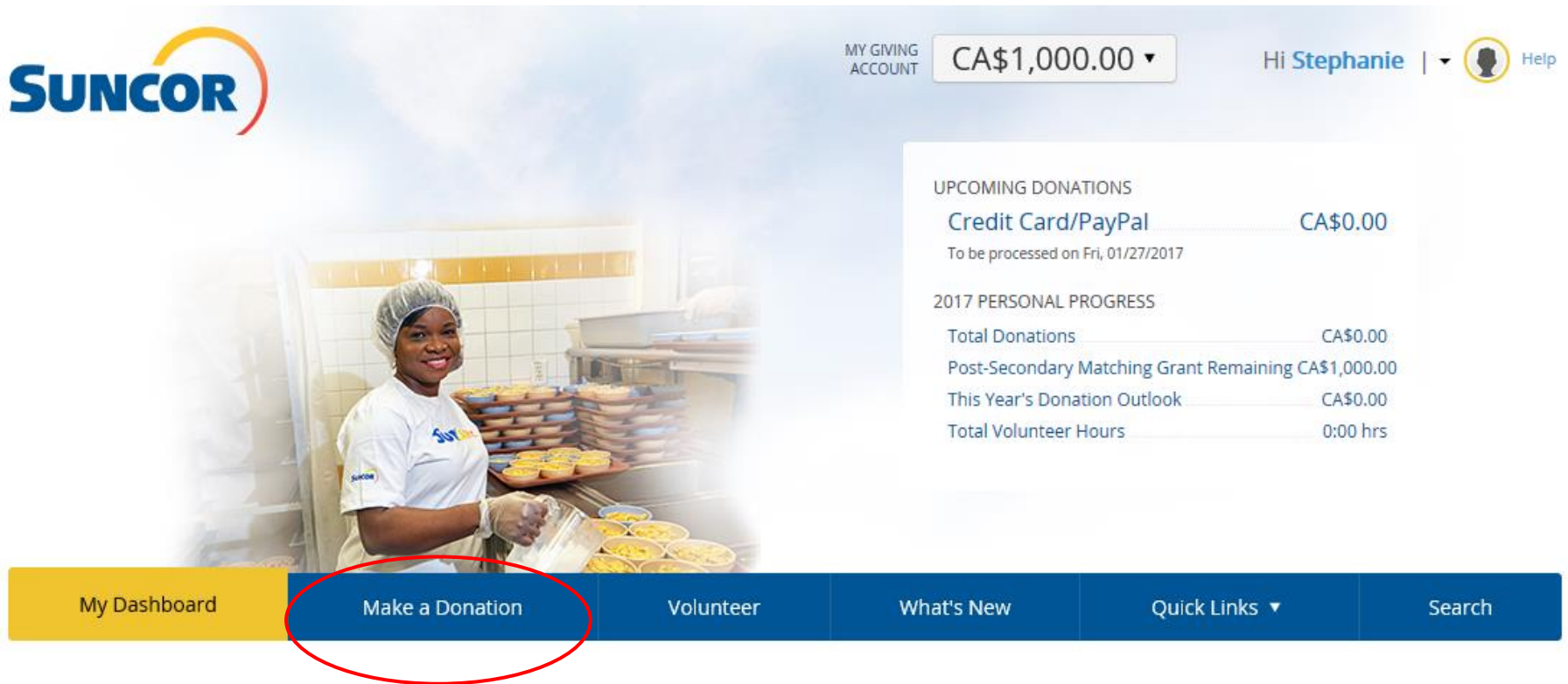
CLICK TO LOG IN USING SINGLE SIGN ON

*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 “Make a Donation”

- Along the main navigation tab, select “Make a Donation”



The screenshot displays the SUNCOR website dashboard. The SUNCOR logo is in the top left. The main navigation bar at the bottom contains several tabs: "My Dashboard", "Make a Donation" (highlighted with a red circle), "Volunteer", "What's New", "Quick Links", and "Search".

At the top right, the user's account information is shown: "MY GIVING ACCOUNT" with a balance of "CA\$1,000.00", and a greeting "Hi Stephanie" with a user profile icon and a "Help" link.

The dashboard content includes:

- UPCOMING DONATIONS:** A table showing a donation of "CA\$0.00" via "Credit Card/PayPal", scheduled for processing on "Fri, 01/27/2017".
- 2017 PERSONAL PROGRESS:** A table showing the following metrics:

Total Donations	CA\$0.00
Post-Secondary Matching Grant Remaining	CA\$1,000.00
This Year's Donation Outlook	CA\$0.00
Total Volunteer Hours	0:00 hrs

Step 3: “Search for a cause” or “Request a Match”

- If you have not yet made a donation to a Post-Secondary Institution you can select “search for a cause” to make a donation, directly through SunCares, to the eligible institution of your choice. Tax receipt information will be automatically available in your SunCares Dashboard. See “How to Make a Donation” QRG on suncor.com for more information.
- If you have already made a donation, outside of SunCares, to a Post-Secondary Institution and have a receipt, select “Request a Match” and proceed with the following steps.

The screenshot shows the SunCor website interface. At the top left is the SunCor logo. To the right, there is a 'MY GIVING ACCOUNT' section showing 'CA\$1,000.00' and a user profile for 'Hi Stephanie' with a 'Help' icon. Below this is a dark blue navigation bar with the following items: 'My Dashboard', 'Make a Donation' (highlighted in yellow), 'Volunteer', 'What's New', 'Quick Links', and 'Search'. Underneath the navigation bar, there are three links: 'Browse Featured Content', 'Explore Causes', and 'Request a Match' (circled in red). Below the navigation bar, the page title 'Make a Donation' is displayed, followed by the text 'Browse featured content of [search for a cause](#) from our charity database.' The link 'search for a cause' is circled in red.

Step 4: Select the Post-Secondary institution

- 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 name of the Post-Secondary institution in the search bar and select “Search”
- Select the correct Post-Secondary institution in the search results and select “+Add”

SUNCOR MY GIVING ACCOUNT CA\$900.00 Hi Stephanie Help

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

Browse Featured Content | Explore Causes | Request a Match

This match request tool is for post-secondary donations made to eligible Canadian and U.S. institutions. Suncor Energy through the Suncor Energy Foundation will match post-secondary donations up to \$1000. Learn more about SunCares Post-Secondary Matching Rewards.

Cet outil sert à faire une demande de dons de contrepartie pour les dons versés à des établissements d'enseignement postsecondaire admissibles au Canada et aux États-Unis. Suncor Énergie, par le biais de la Fondation Suncor Énergie, versera un don de contrepartie aux dons versés aux établissements d'enseignement postsecondaire jusqu'à concurrence de 1 000 \$. En savoir plus sur les dons de contrepartie aux établissements d'enseignement postsecondaire Sun-Actif.

Request a Match

Requesting a match for a donation you previously made outside this tool is quick & easy!
Looking to make a new donation? [Search for a cause](#) you love or [browse our featured content](#).

Fields marked with an asterisk * are required.

Find An Eligible Cause

Search for the cause you donated to and would like to receive a match.

No cause attached

Canada

University of Waterloo

Back Next Search

UNIVERSITY OF WATERLOO Waterloo, Ontario, Canada + Add

WATERLOO UNIVERSITY BIBLE FELLOWSHIP Mississauga, Ontario, Canada + Add

SEXUAL ASSAULT SUPPORT CENTRE OF WATERLOO REGION Kitchener, Ontario, Canada + Add

PRESBYTERY OF WATERLOO-WELLINGTON Kitchener, Ontario, Canada + Add

FAMILY AND CHILDREN'S SERVICES OF THE WATERLOO REGION EMPLOY Kitchener, Ontario, Canada + Add

Donation Details

SUNCOR

Step 5: Complete form

- Input all donation details including the original donation currency, the original donation amount and the date the donation was made.
- The maximum estimated donation amount will automatically populate. If you wish to request a lower match amount, select “EDIT MATCH”. Remaining funds will be available for a future match request.
- Upload a digital copy of your donation receipt
- Select “Next: Confirm Match Request”

Donation Details

Original Donation Currency*

CAD 

Original Donation Amount*

5000

Your Estimated Match in CAD

CA\$1,000.00

EDIT MATCH

Donation Date *

< January 2017 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Upload Your Receipt

I have a PDF, document or scanned image of my original donation receipt

Upload your PDF, document, or scanned image of your original donation receipt by clicking the button below.

Upload

Add Comments (Optional)

Comments for Administrator

Additional comments you would like to pass to the administrator of your giving program.

Comments for Charity

You may choose to send a message to this charity along with your gift. Please note that specific instructions on the use of these funds are not binding for the recipient. Your first and last name will be included with any optional comments you choose to add.

Next: Confirm Match Request

Step 6: Review your request form

- Ensure all information is correct, make any changes as necessary by selecting “Make changes to this donation”
- Select “Submit Match Request”

NEW MATCH REQUEST

UNIVERSITY OF WATERLOO

Please Confirm Your Donation

Donation Amount
CA\$5,000.00

Estimated Match
CA\$1,000.00

Comments for Administrator
No comments entered

Comments for Charity
No comments entered

[Make changes to this donation](#)

Please Confirm Your Donation: 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 Match Request](#)


Confirmation

- Once you have received your donation match request confirmation from the Suncor Energy Foundation you will be able to view the match in your donation history.

NEW MATCH REQUEST

UNIVERSITY OF WATERLOO

Your Match Request has been sent successfully.
When your Match Request has been processed you will be notified via email.



Cause Name	UNIVERSITY OF WATERLOO
Donation Amount	CAN\$5,000.00
Your Estimated Match in CAD	CAN\$1,000.00

- › [Request another Match for UNIVERSITY OF WATERLOO](#)
- › [Make a new Match Request](#)
- › [Check the status of your Match Requests](#)