



Important Remarks:

1. Application Submission*:

To apply, please follow these steps:

1. Download the Volunteer Application Form.
2. Complete the form with all required details.
3. Obtain the necessary approvals as specified in the form.
4. Submit the completed application and supporting documents to the designated submission channel.

****Important: All applications MUST be submitted at least 30 days before the scheduled event date.***

2. Funding:

- a) YSD will inform applicants on the approved budget allocation upon approval by YSD Management.
- b) YSD does not provide funding in the form of grants. YSD shall **reimburse** upon receipt of complete payment documentation.
- c) YSD is also able to perform direct payment to selected vendor(s). However, the applicant will be required to confirm the purchase or receipt provided by the vendor upon submitting to YSD.
- d) YSD may cover logistics expenses such as transportation and meals for the volunteers, subjected to YSD's prior approval.

*****Note: YSD's payment process requires a period of 30 working days to be completed. For direct payments, invoice must be addressed to Yayasan Sime Darby.***

3. Approval:

Upon obtaining YSD Management's approval, YSD shall inform the applicant on the following details:

- a) Approved programme / activity.
- b) The issuance of the YSD and YSD Eco Citizen logo.
- c) Provision of Eco Citizen merchandise for respective participants.
- d) Child consent form for photo and video recording in compliance with the Child Protection Policy.

4. PR:

Your photos of activities may be showcased on YSD social media, website, annual report, or any other public affiliated materials / platforms.

Volunteer's Roles & Responsibilities:

Pre-Programme:

1. Identify the areas for the proposed programme.
2. Obtain necessary key information, approval and documentation.
3. Fill up the proposal form and submit it to YSD.

Programme:

1. Execution of the approved programme.
2. Take photos of the approved programme and activities as photographic evidence for record and PR purposes.
3. Arrange the necessary tools and equipment for the volunteers.

Post-Programme:

1. Submit the following to YSD:
 - i. Photos of the programme.
 - ii. List of volunteers' attendance and volunteering hours recorded.
 - iii. Signed child consent form by respective guardian / parent (if involving children).
 - iv. Volunteers' transportation and meals claims (if applicable).
 - v. Summary report of the programme.

A. The Programme

1. Objective of the programme and why is it necessary.

2. Targeted beneficiaries / stakeholders / partners that you are planning to work with / contribute to?

3. Programme content and implementation plan with its timeline

4. Targeted date of the programme

5. Targeted location and its justification

6. Targeted outcomes and expected impact of the programme

7. Is there a contingency plan in place for unforeseen circumstances such as natural disasters, severe weather, or other unexpected events?

B. The Volunteers

1. Targeted number of volunteers required.

2. Have the volunteers been identified / secured?

3. Are there any specific requirements for selecting volunteers? (eg. specific skills, expertise, PWD friendly programme)

4. When is the Group Announcement to call for volunteers planned?

5. When is volunteer attendance required?

6. Is transportation required? (Volunteer movement / logistics)

7. Are accommodations required? (Lodgings)

C. The Expenses

(Breakdown details of the cost can be provided as an attachment)

No.	Item	Quantity	Cost per Unit (RM)	Total Cost (RM)	Proposed Payment Method (Direct to Vendor / Reimburse)	Have you (the Company) worked with this vendor before? (Recommended / appointed vendor by the company OR No) (If no, please conduct due diligence on this vendor. Please justify single sourcing of vendor if 3 quotations comparison is not made)
1						
2						
3						
GRAND TOTAL (RM)						

SUPPORTING DOCUMENTS FOR EACH OF THE ABOVE SHALL BE OBTAINED AND SUBMITTED TO YSD ACCORDINGLY

Prepared and submitted by:

Employee Name:
SAP ID:
Designation:
Company Name:

Verified and approved by HR:

Employee Name:
SAP ID:
Designation:
Company Name: