



## 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 of the approved budget allocation and implementation upon approval by the 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 and submit to YSD.
- d) YSD may cover logistics expenses such as transportation and meals for the volunteers, subjected to YSD's prior approval.

### 3. Approval:

Upon obtaining the Management's approval, YSD shall inform you of the following details:

- a) Approved programme / activity and assistance.
- b) The issuance of the YSD and YSD Huluran Kasih Logo as well as its usage guidelines.
- c) The provision of YSD Huluran Kasih T-Shirt for respective volunteers.
- 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 and assess the needs of the local community / targeted beneficiaries.
2. Obtain necessary key information, approval, and documentation.
3. Fill up this proposal form and submit it to YSD with a complete supporting documents as below:

## Programme:

1. Execution of the approved programme.
2. Taking photos of the approved programme and activities as photographic evidence for record and PR purposes.
3. Arrangement of the necessary tools and equipment for the volunteers
4. Organising the packing and distribution of the approved assistance to the beneficiaries.
5. Obtaining acknowledgement receipts from the beneficiaries.

## Post-Programme:

1. Submit the following to YSD:
  - i. Photos of the programme / activities.
  - ii. List of volunteers' attendance and volunteering hours recorded.
  - iii. Scanned / photo evidence of the signed delivery order (if any)
  - iv. Scanned/photo of list of acknowledgement receipts by the recipients (if any)
  - v. Signed child consent form by respective guardian / parent (if involving children).
  - vi. Photographical evidences of the delivery, packing, and distribution for record and PR purposes.
  - vii. Volunteer transportation and meal claims (if applicable).

# Project Proposal Application Checklist

Please ensure that the following documents are attached alongside your project proposal.

- |  |  |
|--|--|
| 1. List of names of the targeted recipients (eg. head of family, students, residents, and caregivers / staff – B40 category)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Profile of the Proposed Organisation (if applicable)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Registration Certificate of the Proposed Organisation (Registrar of Companies (ROC) or Registrar of Societies (ROS) Welfare) homes must also include registration certificate by Jabatan Kebajikan Masyarakat (if applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. List of volunteers including their T-shirt sizes  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Budget breakdown with, either:  |  |
| i. 3 quotations for each item, or  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ii. Appointed / approved vendor of the company. Please include a screenshot of the Vendor Online Registration (VOR) details.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## A. The Programme

1. Objective of the programme.

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2. Who are the targeted beneficiaries and how many individuals expected to benefit? (eg. 30 Asnaf, 50 B40 families)

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3. Programme content and implementation plan with its timeline

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4. Targeted date of the programme

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5. Targeted location and its justification

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6. Targeted outcomes and expected impact of the programme

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

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## B. The Volunteers

1. Targeted number of volunteers required.

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2. Have the volunteers been identified / secured?

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

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

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5. When is volunteer attendance required?

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

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7. Are accommodations required? (Lodgings)

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## 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:

-End of Proposal-