Dear Colleagues,

Thank you for your support in conserving the environment and protecting the ecosystem. To facilitate the process of your application, please complete this form.

Please ensure you have read the Personal Data Protection Act 2010 Notice on YSD’s website before submitting your application.

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| **About YSD Eco Citizen**  YSD Eco Citizen is a volunteerism initiative platform for employees of YSD donor companies i.e. Sime Darby Berhad, Sime Darby Property Berhad, and SD Guthrie Berhad. The initiative focuses on YSD’s Environment Pillar to address critical issues of climate change, amongst others, while promoting environmental knowledge and awareness. YSD Eco Citizen aims to expand YSD’s environmental preservation and conservation initiatives by involving employees of the donor companies, their immediate family members, and also may include various stakeholders as planned by the companies. The programme encourages and fosters the spirit of volunteerism within the donor companies' community to protect and conserve the environment.  “Save the earth, for #ABetterEnvironment” |

**IMPORTANT REMARKS:**

1. **Application submission\*:**

You may submit completed project proposal and supporting documents to: [ysdvolunteers@simedarby.com](mailto:ysdvolunteers@simedarby.com)

c.c.

1. Project Head: Muhammad Hafizzudin Mohd Arif [muhammad.hafizzudin@simedarby.com](mailto:muhammad.hafizzudin@simedarby.com)
2. Team Lead for Environment Pillar: Nadia Marie Mohammad Azlan [nadia.marie.azlan@simedarby.com](mailto:nadia.marie.azlan@simedarby.com)
3. Project Executive In-Charge: Niken Aishah Tajudin [niken.aishah@simedarby.com](mailto:niken.aishah@simedarby.com) and Muhammad Al-Hakim Md Zilan [alhakim.mdzilan@simedarby.com](mailto:alhakim.mdzilan@simedarby.com)

**\*Note: All applications must be submitted a minimum 30 days before the scheduled event date.**

1. **Funding:**
2. YSD will inform applicants of the approved budget allocation upon approval by YSD Management.
3. YSD does not provide funding in the form of grants. YSD will **reimburse\*\*** upon receipt of complete payment documentation.
4. YSD is also able to make direct payment\*\* to selected vendor(s). However, applicant to confirm the purchase or receipt provided by the vendor and submit to YSD.
5. YSD may cover logistics expenses such as transportation and meals for the volunteers, subject 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.**

1. **Approval:**

Upon obtaining YSD Management’s approval, YSD will inform you of the following details:

1. Approved Programme/Activity.
2. Provide YSD and YSD Eco Citizen logo.
3. Provide Eco Citizen merchandise for respective participants.
4. Child consent form for photo and video recording in compliance with Child Protection Policy.
5. **PR:**

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

**VOLUNTEER’S ROLE & RESPONSIBILITIES:**

**Pre-Programme:**

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

**Programme:**

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

**Post-Programme:**

1. Submit the following to YSD:
2. Photos of the programme.
3. List of volunteers’ attendance and volunteering hours recorded.
4. Signed child consent form by respective guardian/parent (if involving children).
5. Volunteers’ transportation and meals claims (if applicable).
6. Summary report of the programme.

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| **Programme Name:** |

| **A** | **THE PROGRAMME** | **DETAILS** |
| --- | --- | --- |
| 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** | **DETAILS** |
| --- | --- | --- |
| 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 the attendance of the volunteer is required? |  |
| 6 | Is transportation required?  (Volunteer movement/logistic) |  |
| 7 | Is accommodation required? (Lodging) |  |

| **C** | **THE COST** |
| --- | --- |
| *(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\****

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| --- | --- |
| Prepared and submitted by:  ………………………………………………………  Employee Name:  SAP ID:  Designation:  Company Name: | Verified and approved by HR:  ………………………………………………………  Employee Name:  SAP ID:  Designation:  Company Name: |

*-End of Proposal-*