



HULURAN KASIH (Sime Darby Employee Volunteering Programme) PROPOSAL FORM

Dear colleagues,

Thank you for volunteering to support needy communities surrounding your area. To facilitate the processing of your application, please complete this form.

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

About YSD Huluran Kasih

YSD Huluran Kasih is a flagship programme specifically tailored as a volunteerism platform for the employees of the three Sime Darby companies, aimed at nurturing the spirit of volunteerism whilst promoting awareness on the causes supported by the foundation.

Please scan the QR code to understand more about YSD Huluran Kasih



VOLUNTEER'S ROLES & RESPONSIBILITIES:

1. Pre-distribution:

- a) Identify and assess the needs of the targeted recipients.
- b) Obtain necessary information and documents.
- c) Fill in this proposal form and submit to YSD.
- d) Upon approval, to work with YSD on logistics arrangement.

2. During distribution:

- a) Verify the quantity and quality of approved assistance delivered, and sign the delivery order.
- b) Take photos of the approved assistance and activities as photographic evidence for record and PR purposes.
- c) Arrange the packing of the approved assistance (if applicable).
- d) Arrange the distribution to the recipients.
- e) Obtain acknowledgement receipt from the recipients.

3. Post-distribution:

- a) Submit the following immediately to YSD:
 - i. Scanned/photo of the signed delivery order.
 - ii. Scanned/photo of list of acknowledgement receipt by recipients.
 - iii. Signed child consent form by respective guardian/parent.
 - iv. Photographical evidences of the delivery, packing and distribution to YSD for record and PR purposes.
 - v. Volunteers form and volunteering hours recorded.
 - vi. Volunteers transportation and meals claims (if applicable).



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IMPORTANT REMARKS:

1. Application submission:

You may submit completed project proposal and supporting documents to YSD officers:
Janet Khoo Nee Jian: janet.khoo.neejian@simedarby.com
Sharifah Nur Fatimah Alhadi: sharifah.nur.fatimah@simedarby.com

2. Funding

- a) YSD will be liaising directly with YSD's selected vendor(s) to confirm the purchase of the approved assistance and pay directly to the vendor(s).
- b) YSD will cover logistics expenses such as transportation and meals for Sime Darby employee volunteers, subject to YSD's prior approval.

3. Approval:

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

- a) Approved assistance.
- b) Target date of delivery.
- c) YSD and Sime Darby logo in PDF will be provided.
- d) Child consent form for photo and video recording in compliance with Child Protection Policy will be provided.

4. PR:

Your photos of activities will be showcased on Yayasan Sime Darby social media, website, and other publicity materials.

Project Proposal Application Details

1. Tell us about your self	
a) Name	
b) Position	
c) Department	
d) Company	
e) SAP ID	
f) Office Address	
g) Mobile Number	
h) Email Address	
2. Are you planning to work in a team with other colleagues within Sime Darby company/ies? If yes, please provide their details below.	
Remarks: YSD will cover logistics expenses such as transportation and meals for Sime Darby employees only.	



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No.	Name	Position	Company	Contact Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

3. Are you planning to identify targeted recipients on your own or collaborate with an organisation to distribute assistance?

(Please tick one)

a) **Independent Recipients**

I am planning to identify targeted recipients on my own within a selected area and the beneficiaries has no affiliation with any organisations.

(eg. penduduk Kampung Chu Badak, penduduk PPR Lembah Pantai, penduduk Kampung Orang Asli Sungai Buloh, penduduk estet Simpang Renggam, homeless in Chow Kit area).

b) **Organisational-based Recipients**

I am planning to work with/contribute to targeted recipients that are affiliated with or identified by an organisation.

i. **Non-governmental Organisation (NGO)**

(eg. Pertubuhan Warga Emas Al-Fattah, Persatuan Kebajikan Kanak-Kanak Terencat Akal Malaysia, Kechara Soup Kitchen, Yayasan Ikhlas, National Autisme Society of Malaysia, HOSPIS Malaysia)

ii. **Community-based Organisation**

(eg. Residential association and Rukun Tetangga such as Persatuan Penduduk PPR Kerinchi)



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iii. Education Institutions	<i>(eg. underprivileged students and/or their families at primary, secondary and tertiary education institutions such as SMK Lembah Subang, Universiti Kebangsaan Malaysia and PIBG SK Merbau)</i>	<input type="checkbox"/>	
iv. Healthcare Organisation and Institution	<i>(eg. frontliners, patients and staff at a healthcare institutions and quarantine centres such as Hospital Tawau and Jabatan Kesihatan Negeri Selangor)</i>	<input type="checkbox"/>	
v. Detention Centre	<i>(eg. staff and inmates and/or their families at detention centers or prisons such as Pusat Koreksional Bintulu)</i>	<input type="checkbox"/>	
vi. Government Agencies	<i>(eg. Jabatan Kebajikan Masyarakat, Yayasan Kebajikan Negara, Angkatan Pertahanan Awam Malaysia)</i>	<input type="checkbox"/>	
2. Who are the targeted beneficiaries to be assisted?			
<i>(Please tick one or more)</i>			
a) B40 communities	<input type="checkbox"/>	g) School children, university students	<input type="checkbox"/>
b) Orang Asal	<input type="checkbox"/>	h) Person with disabilities and special need individuals	<input type="checkbox"/>
c) Senior Citizens	<input type="checkbox"/>	i) Refugees, stateless, undocumented persons	<input type="checkbox"/>
d) Children at orphanage homes	<input type="checkbox"/>	j) Patients and staff at COVID-19 hospitals, medical centres, quarantine centres	<input type="checkbox"/>
e) Vulnerable women and children	<input type="checkbox"/>	k) Staff and inmates of prison, detention centres	<input type="checkbox"/>
f) The homeless	<input type="checkbox"/>	l) Others (please specify):	<input type="checkbox"/>
3. What is the name of organisation that you are planning to work with/contribute to? (Where applicable)			
4. Where are the location of the targeted recipients?			
<i>(Please provide full address of the organisation or location of the independent recipients such as PPR Lembah Pantai. The location will help YSD to identify nearest vendor).</i>			



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5. Please describe the background of the organisation or the independent recipients. <i>(Eg. date of establishment, founders, socioeconomic background, occupation, residential areas, etc.)</i>		
6. How many targeted recipients to be assisted? <i>(The number must tally with the list of recipients provided as an attachment to this form.)</i>		
7. Why it is critical to assist the targeted recipients? Please justify. <i>(Eg. less public donation received due to COVID-19, individuals have lost their jobs during this pandemic.)</i>		
8. What kind of assistance that you would like to provide to the targeted recipients? <i>(please tick one or more)</i>		
a) Food assistance Our standard list of items that YSD can provide is as follows: <input type="checkbox"/> <ul style="list-style-type: none"> i. Rice ii. Cooking oil iii. Rice vermicelli iv. Flour v. Sugar vi. Salt vii. Sardine viii. Milo ix. Tea x. Cream crackers xi. Ketupat segera xii. Santan xiii. Cordial 	b) Hygiene items Our standard list of items that YSD can provide is as follows: <input type="checkbox"/> <ul style="list-style-type: none"> i. Face mask ii. Hand wash iii. Bar soap iv. Detergent v. Disinfectant vi. Shampoo vii. Body wash viii. Toothpaste ix. Diapers (infant and adult) x. Sanitary pads 	
c) Cash Vouchers <i>YSD's standard vouchers value is as per below.</i> <input type="checkbox"/>		
No.	Category	Numbers of Recipient <i>(please fill in the box)</i>
1	For family (RM220)	
2	For single (RM160)	
d) Prepared/cooked food <i>(eg. catering for buka puasa or Aidilfiri meals)</i>		<input type="checkbox"/>



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Project Proposal Application Checklist

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

No.	Document	Check
1	Listing of targeted recipients which includes NRIC number and home address (eg. head of family, students, residents and caregivers/staff) <i>(compulsory for all type of assistance)</i>	
2	Profile of the Proposed Organisation <i>(if applicable)</i>	
3	Registration Certificate of the Proposed Organisation from Registrar of Companies (ROC) or Registrar of Societies (ROS). Welfare homes must also include their registration certificate by Jabatan Kebajikan Masyarakat. <i>(if applicable)</i>	

-End of Proposal-