



YSD ECO CITIZEN Environment Volunteerism Programme for Sime Darby Employees PROPOSAL FORM

Dear Colleagues,

Thank you for your interest in volunteering to protect the environment. To facilitate the process 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 Eco Citizen

YSD Eco Citizen is an employee volunteerism programme which focuses on our Environment Pillar to tackle the critical issues of climate change, amongst others, whilst instilling knowledge and awareness within Sime Darby. YSD Eco Citizen is created to expand YSD's environment preservation and conservation initiatives to involve various stakeholders as requested by the Sime Darby companies to encourage and inculcate the spirit of volunteerism within the Sime Darby fraternity to protect and conserve the environment such as beach clean-up, reef clean-up, coral restoration, tree planting, geo-tagging, etc.

"Save the earth, for a better Environment".

1. Application submission:

You may submit the completed project proposal and supporting documents to the YSD officers:

- a) Nadia Marie Mohammad Azlan: nadia.marie.azlan@simedarby.com
- b) Fareehah Shahrul Azman: fareehah.shahrulaz@simedarby.com

2. Funding:

- a) YSD will inform applicants of the approved budget allocation upon approval by YSD's management.
- b) YSD does not provide funding in the form of grants. YSD will reimburse upon receipt of complete payment documentation.
- c) YSD is also able to make direct payments to the selected vendor(s). However, the applicant is to confirm the receipt provided by the vendor and submit it to YSD.
- d) YSD will cover logistics expenses such as transportation and meals for Sime Darby employee volunteers, subject to YSD's prior approval.



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VOLUNTEER'S ROLES & RESPONSIBILITIES:

1. Pre-Programme:

- a) Identify the areas (scope and venue) for the proposed programme.
- b) Obtain necessary information, approval and documentation.
- c) Fill up the proposal form and submit it to Yayasan Sime Darby.

2. Programme:

- a) Execution of the approved programme.
- b) Take photos of the approved programme and activities as photographic evidence for record and PR purposes.
- c) Arrange the necessary equipment for the volunteers.

3. Post-Programme:

- a) Submit the following to YSD:
 - Photos of the programme
 - List of attendance
 - Signed child consent form by respective guardian/parent (if involving children)
 - Volunteers form and volunteering hours recorded.
 - Volunteers' transportation and meals claims (if applicable).

YSD'S RESPONSIBILITIES:

1. Upon obtaining YSD Management's approval, YSD will inform you of the following details:
 - a) Approved Programme/Activity.
 - b) YSD and YSD Eco Citizen logo in PDF will be provided.
 - c) Child consent form for photo and video recording in compliance with Child Protection Policy will be provided.
2. Your photos of activities will be showcased on Yayasan Sime Darby social media, website, and other publicity materials.



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A. Project Proposal Applicant Details

Tell us about yourself		
1	Name	
2	Company	
3	Position & Department	
4	SAP ID	
5	Email Address	
6	Mobile Number	
7	Alternative contact information (if any)	
8	Office Address	
9	Have you applied for or participated in any YSD Eco Citizen programme before? If yes, please state the name of the programme.	



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B. Programme Details

Tell us about your programme		
1	Programme name	
2	Objective and why is it necessary?	
3	Output/what do you plan to achieve post programme?	
4	Programme content	
5	Target date of the programme	
6	Target location and justification	
7	Target number of volunteers	
8	What is the name of the organisation(s) that you are planning to work with/contribute to? <i>(Where applicable)</i>	
9	Service Provider/Vendor <i>(Please justify any single sourcing of vendors if 3 quotation comparison is not made)</i>	
10	Have you worked with this vendor before? <i>(If no, please conduct due diligence for this vendor)</i>	
11	Cost breakdown	



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C. The Volunteers

Tell us about the volunteers		
1	Have the volunteers been identified/secured? If yes, please complete the list of volunteers below.	
2	Any specific requirements on the selection of volunteers? (Specific skills, expertise etc)	
3	Which Sime Darby Company is targeted for this programme?	
4	When is Group Announcement planned?	
5	When is the attendance of the volunteer is required?	
6	Is transportation required? (Volunteer movement/logistic)	
7	Is accommodation required? (Lodging)	
8	Is there a volunteer with special needs? If yes, any special arrangement required?	



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Volunteer List

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

<p>Submission for volunteering initiative(s):</p> <p>.....</p> <p>Employee Name: SAP ID: Designation: Company Name:</p>	<p>Verified and approved by HR:</p> <p>.....</p> <p>Employee Name: SAP ID: Designation: Company Name:</p>
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-End of Proposal-