



SUN LIFE FINANCIAL EMPLOYEE AND ADVISOR **DONATION PROGRAMS**

You give. We give.

VOLUNTEER OF THE YEAR APPLICATION

Awards open to Sun Life Financial employees and advisors eligible under the Volunteer Program. Please print form and complete all sections. Questions about the program can be emailed to philanthropy@sunlife.com. Award recipients will be announced in May.

Applicant information – please print

Last name:

First name:

Business title:

Work location and address:

Business phone number: ()

Email:

Nominator information – please print

Same as above or

Last name:

First name:

Location code:

Business phone number:

Email address:

If nominator is not with Sun Life Financial, please provide the following:

Last name:

First name:

Organization/Business Name:

Position:

City:

Province:

Postal Code:

Phone number: ()

Fax number: ()

Email address:

Signature:

Date:

Evaluation questions:

Please provide answers to the following questions on a maximum of two separate typed pages. Clearly state the question and then provide your answer. Submissions that do not clearly state the question and answer may be disqualified.

1. List the name(s) of the organization(s) and number of volunteer hours contributed in the past year (January 1 to December 31.)
2. Describe the applicant's volunteer work in two to three sentences.
3. Highlight *up to five* achievements related to the applicant's volunteer work.
4. Describe three ways the community benefits from the applicant's volunteer work.

Letters of support:

Please provide two letters of support with your application package. One letter must be from the individual at the charitable organization who can confirm the applicant's volunteer work. The other letter should come from another member of the community who is familiar with the organization or cause for which the applicant volunteers. Both letters of support should include full contact information for the person providing the letter.

Declaration statement:

The applicant or nominator must read the following declaration statements and provide a signature in agreement that these statements are true:

- In answering the evaluation questions, I have provided, to the best of my ability, accurate details describing the applicant's volunteer work.
- I have read the attached letters of support and certify that they accurately describe the applicant's volunteer work.
- To the best of my knowledge, the applicant's volunteer work was not performed as a condition of any salaried employment, nor solely as a requirement of any educational or professional course.
- I grant Sun Life Financial permission to disclose my name to the applicant (if nominated) and to include my name and the name of the charitable organization, where applicable, in promotional materials relating to the awards.

Signature: _____

Date: _____

Submission information:

Please be sure to include the following in your Volunteer of the Year award application package.

Check off if all pieces have been included:

- Completed application form.
- Answers to the four evaluation questions on a maximum of two typed pages.
- Two letters of support.

Submission deadline:

Please submit your completed Volunteer of the Year award application and supporting documents by March 1 to Philanthropy@sunlife.com or mail to:

Philanthropy (104A10)
Sun Life Financial
150 King Street West
Toronto, ON M5H 1J9

