

Employee Community Involvement Program (ECIP)

The donation request process involved in applying for the Employee Community Involvement Program (ECIP) is as follows:

A staff member can supply the required information to Member Relations Manager, Julie Gilbertson via email – j.gilbertson@saskatooncoop.ca and Operations will review the request.

- Required is a minimum of 50-75 hours of volunteer work with non-profit group in a fiscal year.
- You must be a full or part-time employment with Saskatoon Co-op for a minimum of one year.
- The confirmation of the non-profit's registered number and hours volunteered can come from the coordinator or director of their non-profit organization.

If all the requirements are met and approval is made by Operations, a \$500 cheque will be written in the name of the non-profit with reference to the individual applying.

Group Max: A ceiling of annual donations to any one group may be set if any one group is receiving a large number of these donations. This will be put in place at the discretion of the Operations Manager, if necessary, to ensure fairness in the distribution of funds.

Recognition: Recognition for these gifts will not be specifically sought, although it is welcome if the groups receiving funds wish to do so.

Administration: Staff must apply in writing to the Operations Manager. The intention here is to make this simple and easily accessible to staff. Applications will be processed in the Administration Department.

REV. May.15

Budget: \$3,000 will be budgeted for the fiscal year. Grants will be made on a first come, first served basis until the budget has been spent for the fiscal year.

REV. FEB.01

Promotion: Staff newsletter to mention this program (Spring and Fall)

OBJECTIVES

- Recognition of staff involvement in the community will encourage more community involvement.
- Saskatoon Co-op employees will be sought out as desirable volunteers, therefore enriching the opportunities available to staff.
- Makes a visible statement to our staff about "living our values".
- Through the use of an honour system to qualify for a donation from the program demonstrates trust in our employees.
- Ensures that employees have a strong say, through their volunteer labour, in the groups which are supported by the Co-op.
- Helps to build an understanding of where our employees put their volunteer efforts, which will help shape future donation programs.

EVALUATION

REV. FEB. 01

The program and its criteria will be reviewed during the Business Plan process.

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