

## Guidelines

**Each year, CAE will support up to 150 employees who volunteer their personal time for a cause that is dear to their heart.**

To be eligible, the employee must have:

- volunteered a minimum of 50 hours from January 1 to December 31, and
- contributed talents, energy and skills to help non-profit organizations in the community

### Criteria

This program recognizes up to 150 CAE employees worldwide by granting CA\$250 to the non-profit organization they support through volunteer work. Employees can only apply once a year for one cause.

- Priority will be given to the applications that are in line with our charitable donation and sponsorship policy, as described in the table below.
- In November, if less than 150 applications in line with our corporate policy are received, a random draw will take place among all other applications received.

Program applications will be reviewed twice a year, in spring (April 30) and autumn (November 15). Donations to the organizations will be made in May and December.

	In line with our policy	Not in line with our policy
Priority	Have priority Up to 150 applications	Random draw <i>Will go into a random draw if there are less than 150 applications that were submitted in the Priority category</i>
When to apply?	All year	All year
When will the applications be reviewed?	April November	November
When will the organization receive the donation?	May December	December
Amount	CA\$250	CA\$250

Employees who have already received support from CAE must wait a year before submitting a new application. Employees who were not selected the first time can resubmit their application the next year.

**Charitable donation and sponsorship policy – Main areas of focus**  
(Click here to view the complete policy)

- Educational facilities, activities and programs dedicated to developing excellence or interest among young people in science, technology and engineering
- Encouraging young people to pursue pilot careers, such as cadets (Civil Aviation)
- Encouraging organizations aimed at improving safety of aviation and patient safety (Civil Aviation and Healthcare)
- Supporting communities where we operate when they face a natural disaster (Security)
- Supporting organizations that help the military, their families and veterans (Defence & Security)
- Supporting local hospitals, especially when they value simulation-based training for healthcare professionals (Healthcare)
- Health and welfare services (e.g. United Way)

**Eligibility**

- CAE's permanent employees, or CAE joint venture employees, who work full-time or part-time.
- Volunteer hours must have been completed outside working hours between January 1 and December 31.
- A minimum of 50 hours must have been completed for the same non-profit organization.
- Participants must attach a letter from the non-profit organization to their submission. This letter must confirm their volunteer work and the number of volunteering hours for the organization between January 1 and December 31.
- Volunteer hours are counted only if they have been completed with non-profit organizations. The CA\$250 amount will be donated directly by CAE to the non-profit organization, which is entirely free to use it as it sees fit.
  - To be eligible for consideration, an organization must be non-profit, acting in the interest of the community, and must be registered as a non-profit charitable organization by federal, provincial or state authorities.
  - Non-profit organization is a group organized for the purpose of social, charitable, educational or other such activities. The people involved in the "Not-For-Profit" organization cannot use it to make personal financial gain.
  - Organizations, causes and projects which are usually ineligible include religious, fraternal, and sectarian groups.

**Program selection process:**

CAE's Vice President, Public Affairs and Global Communications will review all applications twice a year (April 30 and November 15) to select applications in established criteria.

Donations to the organizations will be made in May and December.

Participants must provide one of those three methods of payment of the organization with their application for compliance reasons:

- Online payment by credit card on the organization website
- Void cheque from the organization
- Banking information provided on the official letterhead from the organization

If none of those three options can be provided, the application will not be accepted.

**How to apply:**

Complete and send the [Dollars for your cause application form](#) along with supporting documents to [Demandes de don / Donation requests](#).

For any questions, please send an email to [Demandes de don / Donation requests](#).