

Kit Sponsorship

Question	Answer
How much can I claim for kit sponsorship?	Maximum £500 inc. VAT
Does the kit have to include the CGI logo?	Yes, all kit or equipment sponsorships must include the CGI logo unless otherwise agreed
How long do I have to claim the sponsorship?	The sponsorship must be claimed and expensed within six months; a new request will need to be submitted after this
Where can I access the CGI logos	CGI logo pack will be sent to you via email if your request is approved
What colours can the CGI logo be?	The CGI logos must be black, red or white
How can I apply for kit sponsorship	Link to MS Forms link
Is my community group eligible for the programme?	Any sports team, community club or educational establishment is eligible for the programme
Do I need to obtain a proof of the kit before printing?	Yes, kit proofs need to be sent to the Sustainability Team and approved before the kits go to print
Where can I find more information about CGI's kit sponsorship programme?	Link to CGI's Kit Sponsorship guidelines
Where can I find CGI's brand guidelines?	Link to brand guidelines
Where can I find CGI's social media policy?	Link to social media policy
How do I expense the kit?	You or your community group will need to fund the kit, obtain a receipt and then expense it against this code. Please note that you can claim no more than £500 towards your kit, this must include printing costs and VAT.
What do I do if myself or my community group can't pay for the kit up front?	Contact UKA Sustainability Mailbox
Can I share news of my kit sponsorship on social media?	Yes, please share on social media (read CGI's Social Media Policy) and on Teams to encourage your colleagues to apply
Do you need photos of the kit/equipment once printed?	Yes, please forward pictures of your sponsorship to the Sustainability Team within 3 months of approval.

Any unanswerable questions refer to the guidelines, If that doesn't answer the question, contact UKA Sustainability Mailbox.

Volunteering

Question	Answer
How many hours/days volunteering leave do I get?	8 hours volunteering leave per financial year
When does my volunteering leave refresh?	Volunteering leave balances refresh on Oct 01 at the start of the new financial year
Where can I find volunteering opportunities?	The latest volunteering opportunities can be found on CGI for Good
Can I put forward my own volunteering opportunity?	Yes, you can volunteer any organisation as long as they are a registered charity or educational establishment
Is there a volunteering time code?	Yes, members can book up to 8 hours to the code per financial year via this link
Can I undertake further volunteering beyond the 8 hours/1 day?	Yes, any further volunteering can be undertaken as part of time balancing with your project
Where can I volunteer?	You can volunteer with charities, not for profits and educational establishments. The latest volunteering opportunities can be found on CGI for Good
What are the rules around volunteering	Volunteering should: <ul style="list-style-type: none"> • Be for the common good • Be without financial gain • Not provide any conflict with your employment obligations at CGI • Not be considered high risk, higher risk events may require a risk assessment • Be inclusive and provide potential benefit to all members of the community • Not be political or religious in nature
Is there any guidance/policy on volunteering?	Link to guidance and policy.
Will I be paid as usual for volunteering?	You will be paid as normal for your one-day volunteering. You will need to book your time to the UK Volunteering Code
How can I get added to the volunteering code?	In advance of spending any time on volunteering, you will need to obtain access to the volunteering code via an online form. If approved, you will be contacted via email with next steps. Please note that volunteering time does not impact time considered to be 'off charge'.
Can I add my own opportunities to CGI for Good?	Yes, via the 'submit an idea' button at the bottom of the homepage
Accrue and Transferring volunteering leave	Volunteering leave does not accrue and is not transferrable to other members. Volunteering time is in addition to any Police Volunteering and Reservist leave.
Claiming expenses for volunteering	In order to support our Net-Zero goals, volunteering activities should be local and avoid

	the need for extended travel. Expenses such as travel costs and accommodation cannot be booked to the volunteering code. Any expenses required must be approved and paid for by your project team.
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Charity Committee

Question	Answer
How often can I submit a charity committee request	One application per member per financial year
Who can apply to the Charity Committee?	CGI's Charity Committee supports members that are volunteering or fundraising for registered charities.
How often do the Charity Committee meet?	The Committee meets monthly to discuss member nominations
Does the Committee match fund	The Committee does not match funds
Can I join the Charity Committee	If you are interested in joining the Charity Committee, contact Sustainability Team UKA
How can I apply to the Charity Committee/ can I get the link to the Charity Committee	You can apply via the Online Form
Which charities are eligible?	Donations will only be made to registered charities – you can check if your chosen charity is registered via the Charity Commission website
Who will the charity committee support?	The Committee only has budget to support members, unfortunately we cannot support family members
How soon will I hear back once I apply?	Nominations are considered by the Committee at the end of each month, so you can expect to hear within two weeks after this.

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Tree Planting

Question	Answer
How many trees have CGI planted?	CGI have planted 15,500 trees over the past four year, with another 6000 trees to be planted this season.
Who is CGI's tree supplier?	CGI's tree supplier is Forest Carbon
How can I apply for trees?	<p>To get involved, you'll need to:</p> <ul style="list-style-type: none"> • Engage with your chosen community to confirm their nomination and contact details • Complete our straightforward 5-minute application form on behalf of the community – the form is only available to CGI members to complete and not to be sent to external parties • Let us do the rest <p>Application form</p>
What communities can I nominate?	<p>We want to see trees donated to the communities we live and work in, including those who otherwise might not have the access to introduce trees into their grounds. To give you some inspiration, in previous years we have donated to:</p> <ul style="list-style-type: none"> • Climate Concern Groups • City and Town Councils • Community Projects and Community Farms • Golf Clubs and Athletic Tracks • Nature Centres, Wildlife Groups and Conservation Groups • Nursing Homes • Parks and Villages • Primary and Secondary Schools • Scout and Guide Groups
How many trees can be donated per community group?	<p>To ensure that all communities who want to be involved can receive a donation, we will initially be donating up to 100 trees per community (minimum of ten). Trees are provided in batches of ten – you can have for example 30 of one species or could mix ten of one species with 20 of another. You can select which species in the application form. Application form.</p> <p>Towards the end of the planting season, depending on any trees remaining, we will review the maximum quantity that can be donated and ensure members are made aware of this change, so that communities who wanted bigger donations can apply again.</p>

What species of trees are available?	<p>All available trees are native British species to help protect and promote local biodiversity. Below is a list of the 22 types of trees communities can choose from this winter. Each one is linked to its respective page on the Woodland Trust's 'A-Z of British Trees' guide to give you more insight into what these trees look like, how big they grow to when mature and some quick facts about them. You may want to share this information with your chosen community to assist them in making their species choice!</p> <ul style="list-style-type: none"> • Birch (Downy) • Blackthorn • Bird Cherry • Common Alder • Common Osier • Crab Apple • Dog Rose • Dogwood • Field Maple • Goat Willow • Gorse • Green Beech • Grey Willow • Guelder Rose • Hawthorn • Hazel • Hornbeam • Pedunculate Oak • Rowan • Sessile Oak • Silver Birch • Small Leaved Lime • Whitebeam • Wild Cherry
How big are the trees?	The trees we donate are 1 year old whips – at the time that they're donated they are 40-50cm tall. Although the trees are only small now, they will need to be planted with plenty of space around them to accommodate how big they'll be when mature. You should factor in how close the trees are planted to one another, as well as buildings and infrastructure.
What do the trees come with?	As the whips are still very young and fragile, they will be provided with a cane and guard to help protect them and get your community started.
What happens if a tree species is not available?	Although not often, occasionally a communities first choice of tree species won't be available. Every effort to accommodate your first choice of species will be made, however species may be subject to change, for example if there is an outbreak of disease impacting certain species, or if there are severe weather disruptions to nurseries fulfilling orders. In the event of a change, the community will be contacted to ask for a preferred second choice.
Do the communities plant the trees?	Yes. Once the donation of trees has been made, it's up to the community to plant them
Can I volunteer to help the community with their planting day?	Yes. Members are able to use their one day annual volunteering time to support their communities with their planting days, in fact, we encourage you do!
Who maintains the trees?	Once the trees have been donated to your chosen community, it is up to the community to

	maintain them, including any costs associated with this.
Can I work with my client to nominate communities?	Yes! If you're looking to engage with your client to tell them about our initiative or to nominate communities in partnership with them, please contact the Sustainability Team beforehand to discuss this.
How will I know if my application has been successful?	Once your application has been submitted, our Sustainability Team, will contact your chosen community to inform them of next steps.
How long does it take to receive the trees?	From the point of submitting your application form, you can expect it to take between 2-4 weeks for the community to receive their donation.
When can trees be planted?	Tree planting season begins in October and runs up until the end of Winter and into the very beginning of spring. Trees need to be planted in the ground whilst they're dormant, allowing them time to settle into the ground ready to begin growing in spring. As the process can take a few weeks from start to finish, we're opening up applications from September this year so that communities can have the trees ready to plant as the season begins. Our initiative will run from November until the end of March. We will not accept any further applications past the end of March.
Who do we work with to donate the trees?	We work with organisation Carbon Footprint to donate trees for our community planting initiative. Our partners there will organise everything with the nurseries and be the ones who get in contact with your chosen community about their delivery date or any issues with their selected tree species.

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Litter picking

Question	Answer
Do CGI provide equipment for litter picks?	Yes, contact Sustainability Team UKA to arrange this
Should I take photos of my litter pick?	Yes, we encourage you to post these on Teams and may feature in the weekly news round up
Do I need to complete a risk assessment?	Yes, this is available in the litter picking pack
Who can I do litter picks with?	Colleagues and clients
Do I need insurance?	CGI's public liability insurance covers litter picks, contact Sustainability Team UKA for a copy
Where should I do my litter pick?	Parks and beaches are good areas, avoid areas near deep water and busy roads
When should I hold the litter pick?	You'll want to leave yourself enough time to plan the litter pick, so try to plan ahead by at least a few weeks. This allows enough time to ensure members see any comms around the event if you're organising an office-based litter pick, and sufficient time for you to get an idea of how many attendees you'll have
How do I keep everyone safe during the litter pick?	<p>Prior to the event, you'll need to complete the risk assessment that can be found within this pack. It is currently populated with information from past litter picks to make it easier for you to add and remove things depending on your own event. If you're collaborating with a client or external guest, then they may have their own risk assessments that need to be completed, and they may wish to receive a copy of ours. Make sure to have a designated meeting point to begin the litter pick. From here, you can inform attendees of the contents of the risk assessment and ensure they understand it before heading out.</p> <p>Ensure that one of your attendees is a first aider and that they bring along a first aid kit. Make sure to let your members know who this individual is, and if necessary, for example if you're splitting into groups, ensure that other members have their telephone number. To keep members safe on the route, you'll want to factor in whether your route involves roads, pedestrian areas or difficult terrain. Making the route safe will help keep members safe.</p>
What should I wear?	Suggest your attendees bring trainers or alternative footwear from smart/business attire if you're going to be walking a lot or going over difficult terrain. Casual clothing is acceptable.

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STEM

Question	Answer
What STEM programmes do CGI run?	STEM Camps , STEM from Home , Employability
Do CGI organise STEM events?	Yes, The Sustainability Team can support you and your project team if you wish to run an event
What is CGI's EmployABILITY programme?	CGI's EmployABILITY programme helps students that are currently underrepresented in our industry to virtually build the skills needed to pursue a successful career in the exciting world of STEM. Gain industry insight, connect with STEM professionals and prepare for the world of work by learning about CVs, interviews, networking and more!
What is STEM from Home?	Recognising the difficulties that parents face when balancing remote working and childcare, we created weekly STEM based activity packs that you can do at home with your children. The activities are aimed at students aged 6-14, but everyone can get involved! Activities encompass all aspects of STEM, including coding, environmental sustainability and robotics. There will be a range of activities each week, involving activities with technical, practical and physical elements. Find all the resources below and bookmark this page to return for more.
What is a STEM Camp?	The STEM Camps are the flagship program of STEM@CGI, a global programme that aims to train and mentor young people for STEM careers. It strives to provide experiences that inspire students with the drive to learn for a bright future in the digital workforce. STEM@CGI focuses on students in demographics that are underrepresented in STEM fields, including women, students from ethnic minorities and low-income families. CGI STEM Camp courses include topics in computer coding, computer building, physical computing, Internet of Things, music creation, data analytics, business consulting, interviewing and smart cities.
Where can I find STEM opportunities?	The latest STEM volunteering opportunities can be found on CGI for Good . These include both CGI organised opportunities and opportunities from our community partners

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