

Frequently Asked Questions (FAQs)

What is the *CN Railroaders in the Community (RRITC)* program?

It is a program that supports the volunteer efforts of CN employees, retirees and their families. The program provides rewards to the community-based charitable organizations for whom these individuals volunteer.

How does it work?

Start earning rewards for every hour you volunteer with an eligible organization! Each hour of volunteer work earns a \$15 reward, up to a maximum of **\$1500** (100 hours) per employee or retiree, per year (including volunteer hours completed by family members)

There is **no limit** to the number of organizations an employee or retiree and their family members can volunteer for.

Rewards are transferred electronically to the eligible organizations monthly through Benevity, CN's volunteer rewards platform.

See how the rewards add up:

Caroline, a CN employee, volunteers at her local food bank. On weekends, she and her husband, Jean, coach their two kids' soccer teams. The children also volunteer at a seniors' home once a month.

Caroline's volunteer time at the food bank (10 hours x 15) = \$150

Caroline and Jean: coaching (25 hours/yr x \$15) = \$375

Caroline's kids: (15 hours/yr x \$15) = \$225

Caroline's total annual RRITC reward: **\$750**

Who is eligible for the *CN Railroaders in the Community* program?

You are eligible to apply for a *CN Railroaders in the Community* volunteer reward if you are:

- A permanent, full-time CN employee with at least 3 months of service
- A CN retiree
- A family member of an eligible CN employee or retiree (spouse, partner or child 25 years of age and under and still living at home)

This program is not open to temporary, part-time or contract employees.

May I apply for more than one reward?

Yes. There is **no limit** to the number of organizations you and your family members can volunteer with. All eligible organizations, approved by either the Canada Revenue Agency or the Internal Revenue Service, will receive a reward for every hour you volunteer until you reach your annual maximum.

Charities will receive rewards up to a maximum of **\$1500** per employee or retiree (including volunteer hours completed by family members).

What do I do if the registered charity is not in the drop-down list?

If the organization where you volunteer does not appear on the drop-down list of eligible organizations, you can nominate an organization to be added. If the organization meets the eligibility criteria, they will be added to the list and you can collect rewards, retroactive to January 1.

May I request a reward for volunteering with organizations based outside of Canada or the U.S.?

No. Rewards under the program are restricted to registered Canadian and U.S.-based charities only.

Is there a deadline by when I may apply for a *CN Railroaders in the Community* reward?

Yes. You must submit all requests for volunteer rewards no later than **December 31 by 5:00pm ET** of the current calendar year in which the volunteer service was provided.

Please note that if you are nominating an organization that is not yet in the system, it will require additional time to process your rewards. Please check to make sure your Charity is in Benevity by November 15, to allow enough time to for them to be added to the system, if necessary, and still allow you to enter your hours by December 31.

Your volunteer rewards will start accumulating again from zero on January 1 of the next calendar year.

How does the bonus for CNPA members work?

CN retirees who volunteer through the *Railroaders in the Community (RRITC)* program **and** are a contributing member of the *CN Pensioners Association (CNPA)* have an opportunity to make an even bigger impact!

How the Incentive Bonus Works:

If you volunteered with a registered not-for-profit organization between **January 1 and December 31**, and you log your hours in the RRITC portal **by 5:00pm ET on December 31**, you'll automatically be entered into a special raffle draw.

Eight CNPA members will each win a **\$2,000 charitable gift** for the organization where they volunteered.

Winners will be contacted directly and announced on the CNPA website.

Need more help?

For questions about logging in, tracking volunteer hours, or nominating an organization, please email railroadersinthecommunity@cn.ca