



Volunteer Manual

TIME TO VOLUNTARIADO

**We surpass
ourselves every
day**



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GERDAU



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Introduction

In 2024, the Gerdau Volunteer Games have taken on a special mission: to achieve it, we invite participants to join efforts in support of the population affected by floods in Rio Grande do Sul, Brazil. In this edition, we will play together, and all actions taken will be converted into benefits for social organizations assisting the region's victims. Here's how you can participate:

1. Mobilize your colleagues from your Unit and plan your actions.

2. Create an action on the volunteer portal and implement the planned activities at the chosen institution.

3. Record the results in the Volunteer Portal to accumulate points in the competition.

The efforts of all participants will be converted into points that accumulate on an overall scoreboard. Together, the units accumulate points in pursuit of the highest prize, which will be allocated to organizations in Rio Grande do Sul, Brazil.



1.

The teams

In 2024 Gerdau Volunteer Games will be collaborative. The participating teams will not compete against each other. They will add up points for a challenge that can only be won with the participation of everyone.

Each Gerdau unit is automatically a team in the game. All actions performed by the members of a unit will add points for their team.

All actions must have a leader who opens the action and reports the results at the end.

All the other participants who want to take part in the volunteering actions shall go to page "Actions", select an action from their unit and click on "I want to Join".

People who have registered for the volunteering actions on the Volunteer Portal and have effectively participated in the action may Check in at the action or have their attendance registered by the Action Leader. The points scored by the volunteers are validated only this way.



2.

The institutions (NGOs, cooperatives, and public schools)

The institutions benefiting from Gerdau Volunteer Games include NGOs, Cooperatives and Public Schools. They can be Gerdau Institute's partner institutions or be appointed by the employees.

Throughout the Games, the teams will have the chance to perform volunteer work at one or more of such institutions.

If a team wants to collaborate with an organization which is not yet a Gerdau Institute's partner, it is important to make sure that it is legally organized, i.e., it has an active National Registry of Legal Entities, updated By-laws and articles of incorporation, and no Tax Debts.

3.

Volunteer Portal

All activities carried out by the teams will be registered on the portal <https://programavoluntariadogerdau.v2v.net>. On this portal, everyone can register, download the volunteer manual, report information, and track the overall score.

Volunteer registration on the platform is mandatory to enroll in actions.

It is important to note that information or documents submitted by any other means will not be accepted unless it is provided for in some stage of the process.





4. Stages and Score

The Gerdau Volunteer Games consist of three main stages:

1. Planning and registration of actions,
2. Execution of actions, and finally,
3. Recording of results.





5. Results Record

This is the most important stage of Gerdau Volunteer Games, as it is in this stage that the teams report the actions and activities performed at the institutions.

For that, the volunteer in charge of registering the Action, i.e., the Action Leader, shall access the Portal and fill out the results. Upon completing the report, it is necessary to inform the quantity of activities carried out and confirm the attendance of the participating volunteers.

Every activity the volunteers perform will be evaluated, and they will score 100 points for the team.

All volunteers who wish to participate in the Games shall be enrolled on the platform and click on the button “I WANT TO JOIN” in order to register. If someone has participated in the volunteer action, but has failed to register on the Portal, it will not be possible to count in the score of their participation

Every volunteer with confirmed attendance is worth 50 points to the team, irrespective of the number of actions the volunteer is engaged in.



6. Award

The participating teams will add up points for their actions in Gerdau Volunteer Games. A general update of the teams' score will be disclosed periodically, as well as an engagement ranking by unit.

The efforts of all participants will be converted into points that accumulate on an overall scoreboard. Together, units worldwide will accumulate points in pursuit of the highest prize, which will be allocated to organizations in Rio Grande do Sul (RS), Brazil.

The donation amount is determined by the total sum of points from worldwide. If the total sum of points does not reach 150,000 points (the first milestone), no cash prize will be awarded.

	Goal 1	Goal 2	Goal 3
Goal	150.000 points	200.000 points	250.000 points
Prize	R\$ 20.000,00	R\$ 50.000,00	R\$ 80.000,00

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