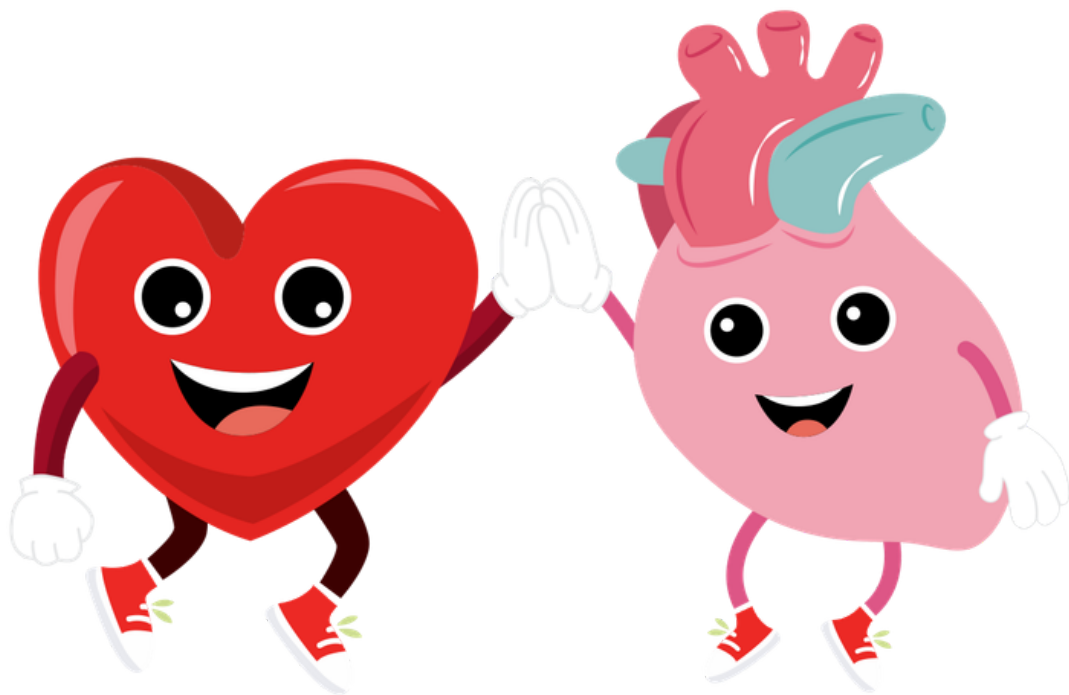


Corporate Volunteer Handbook 2026



Singapore
Heart
Foundation
Your Heart We Care

Before You Start...

Corporate volunteering is a meaningful way for organisations to strengthen heart health in the community while building stronger teams internally. When done well, it creates impact on both sides—beneficiaries receive encouragement and support, while employees gain a renewed sense of purpose, connection and shared achievement beyond their daily roles.

For companies, it reinforces employee engagement, advances CSR commitments and contributes to ESG goals through visible, hands-on action.

This playbook serves as a practical guide to help organisations plan and deliver purposeful volunteering initiatives with SHF. Whether selecting a ready-made activity or co-creating a customised programme—optionally paired with a corporate donation—teams can take part in experiences that are structured, impactful and rewarding for the wider heart community.

Your Heart, We Care!



About SHF

The Singapore Heart Foundation (SHF) is a social service agency at the forefront of the battle against heart disease since 1970. Driven by an unwavering vision of a healthier Singapore population, SHF is dedicated to promoting better heart health for every individual living in Singapore, through evidence-based information and practices that keep every heart beating healthily.

Through strategic life-saving initiatives underlined by the three core pillars of Prevention, Rehabilitation and Resuscitation, SHF upholds its enduring mission to champion heart health and to alleviate the impact of cardiovascular diseases and stroke. It aims to prevent not only physical suffering but also the premature loss of precious lives. SHF also extends a helping hand to those in need by offering financial assistance to heart patients in moments of crisis, and ensuring that they receive timely support and medical care they require.



Our Beneficiaries

Every volunteer effort focuses on **people facing heart disease**. Individuals and families demonstrate resilience and need support, while corporate volunteers provide time, resources, encouragement and human connection that significantly impacts daily life.

Beneficiaries of SHF fall into two groups with distinct needs but a common goal: improved heart health and quality of life. The following sections will detail these groups and the role of corporate volunteering in their support.

Heart Support Fund

Who they are:

Patients facing financial barriers to heart-related treatment and recovery.

What the programme does:

- ♥ Provides assistance for medical bills and essential care costs
- ♥ Offers timely support during treatment or post-hospitalisation recovery
- ♥ Connects beneficiaries with resources and community partners for longer-term assistance



Support Groups

Healthy Heart Support Group

Who they are:

Individuals managing heart conditions and those at risk of heart disease.

What they do:

- ♥ Regular health talks by healthcare professionals
- ♥ Healthy cooking demonstrations by celebrity chefs or dietitians
- ♥ Craft workshops (e.g., lantern making, handicraft, terrarium)
- ♥ Outings for members and their families (e.g., local farm trips, nature walks)
- ♥ Exercise sessions (e.g., ballroom dancing, zumba, yoga)



Cardiac Arrest Survivor's Club

Who they are:

Survivors of cardiac arrest and their families.

What they do:

- ♥ Story-sharing and recovery journeys
- ♥ Nature Walks
- ♥ Heart health workshops and talks
- ♥ Exercise sessions (e.g., archery, bowling)



Choosing Your Volunteer Opportunity:

Step-by-Step Guide

This guide helps corporate volunteers select and plan a volunteering activity that is purposeful, well-organised, and aligned with both organisational goals and community needs.

1 Define the Activity Purpose

Begin with a clear motivation, available time, resources and budget. Define the team's purpose for volunteering and their goals, such as promoting heart wellness, encouraging healthy lifestyles or fostering social engagement. Clear objectives guide decisions and set expectations from the start.

2 Identify Activity Preferences

Decide on the type of activity that best fits the team, budget, availability and the beneficiaries. Preferred occasions (e.g., Mother's Day, Deepavali) or activities may include nature walks, Zumba sessions, health talks or practical workshops.

3 Discuss Options with SHF

Before preparing in detail, consult SHF for discussion and confirmation. Share initial ideas, preferred occasions (e.g., Mother's Day, Deepavali) and potential activities (like nature walks, Zumba, or health talks). Early alignment ensures suitability for beneficiaries and helps refine the scope, budget, and volunteer roles before resource commitment.

4 Confirm Event Details

Once the activity is agreed, collaborate with SHF to finalise key details like the event date, time, location and logistics. Confirm the budget, whether it's a one-time or recurring event, and the number of corporate volunteers needed. Use the volunteer activity preparation checklist on page 8 to tailor your approach and enhance your impact.

5 Review Media Consent

Plan ahead for photography or media needs. Ensure consent requirements are clearly understood and managed in consultation with SHF. This protects beneficiaries, volunteers and the organisation while allowing the activity to be documented responsibly.

6 Reflect, Share and Celebrate

After the activity, take time to recognise the difference your efforts have made. Share your experience with colleagues and beneficiaries, and celebrate the impact—every effort counts. Reflect on how your volunteering has uplifted lives, strengthened community bonds and inspired positive change.

Document your journey to motivate others to step forward and get involved. Consider how you can continue contributing, reach more people in need, or even organise another session to extend the impact.

Volunteer Activity Preparation Checklist

Use this checklist to ensure your corporate volunteering activity is well-planned, purposeful and impactful.

Less than 3 months

- ☐ Define the purpose and the intended impact.
- ☐ Align with employee engagement, CSR and ESG goals.
- ☐ Date, time, budget and frequency have been shortlisted.
- ☐ SHF has been engaged for collaboration.

Less than 2 months

- ☐ Preferred occasion and/or activity has been selected.
- ☐ Participant profiles and group size have been identified.
- ☐ Date, time, frequency of activities, number of volunteers and location have been confirmed.
- ☐ Logistics, briefing information and volunteer roles (e.g., facilitators, logistics) has been reviewed.
- ☐ Necessary contact details has been provided to SHF.
- ☐ Media consent acknowledgement has been prepared.

*If you are unsure at any stage, reach out to the SHF team at **volunteer@heart.org.sg**. They will guide you through the planning process and support you in shaping a suitable volunteering experience.*

Summary of Opportunities

Corporate partners can support heart health through a range of flexible volunteering and fundraising options. These opportunities can be taken up individually or combined for greater impact.

Page 10 SHF-Organised Events

Engage in public outreach events organised by SHF, supporting operations and interacting with the public.

Page 11 Corporate-led Events

Host and run events for beneficiaries:

- ♥ Workshops
- ♥ Exercise sessions
- ♥ Nature walks
- ♥ Guided tours

Page 15 Skills-based

Contribute professional skills such as design or photography.

Page 16 Seasonal Gifting

Support beneficiaries through the sponsorship and packing of festive gift hampers during key seasons.

Page 17 Fundraising Campaigns

- ♥ **Employee-led Fundraising** – Challenges or team fundraisers using in-person or digital platforms.
- ♥ **Merchandise Sales** – Organise sales of SHF's or co-branded merchandise, with proceeds going to SHF.
- ♥ **QR Code Donations** – Enable quick, on-the-spot giving through QR codes at corporate events or within offices.
- ♥ **Corporate Matching** – Boost employee contributions by having the company match funds raised or donated by staff.

These options allow organisations to participate in ways that suit their culture, capacity and goals while delivering meaningful community impact.

SHF-Organised Events

Volunteering at SHF events enables companies to engage in impactful initiatives that benefit the community. These well-organised events are perfect for teams looking to contribute meaningfully without the need for extensive planning.

Activity Overview:

Participate as a group in key SHF events such as National Heart Week / World Heart Day (Sep) and Project Heart (Oct).

Activity Setup:

-  Half-day or full-day, depending on event
-  Flexible, based on event scale
-  Community venues, public spaces or SHF-designated locations
-  Briefings and role-specific guidance provided by SHF

What You'll Be Doing:

-  Support event operations, registration and crowd engagement
-  Engage members of the public in heart health awareness activities
-  Support or deliver life-saving skills training, where qualified
-  Represent your organisation as advocates for heart health



Corporate-led Events: Workshops

Choose a
theme/
festival if you
wish!

Workshops are a hands-on and engaging way for corporate volunteers to connect with beneficiaries while sharing skills allowing creativity, interaction and shared experiences to take centre stage.

Activity Overview:

Organise a workshop focused on the interests and abilities of beneficiaries, like arts and crafts, floral arrangement, candle making and wellness activities. Emphasise participation, enjoyment and social connection over technical mastery.

Activity Setup:

🕒 Half-day

📍 Company's preferred
location or Heart Wellness
Centre @ Bishan

👥 1:1 (Cap at 30
beneficiaries)

What You'll Be Doing:

- ❤️ Plan and organise the workshop activity, including structure and flow
- ❤️ Provide trainers, facilitators or instructors from within the company or external partners
- ❤️ Prepare materials and tools required for the session
- ❤️ Guide beneficiaries through the activity and encourage interaction
- ❤️ Support logistics and ensure a safe, inclusive environment



Corporate-led Events:

Exercise Sessions

Exercise sessions offer an inclusive way for corporate volunteers to encourage active living and connect with beneficiaries. Activities like Zumba or light exercise are enjoyable, accessible, and cater to different fitness levels.

Activity Overview:

Host an exercise session promoting movement, laughter and participation in a safe, supportive environment, prioritising activity over intensity.

Note: Sessions require SHF's approval for safety.

Activity Setup:

🕒 1-2 hours



Company's preferred location or Heart Wellness Centre @ Bishan



1:1 (Cap at 30 beneficiaries)

What You'll Be Doing:

- ♥ Source and engage a qualified trainer or instructor to conduct the session
- ♥ Coordinate logistics, including space set-up and basic safety considerations
- ♥ Encourage employees to actively participate alongside beneficiaries
- ♥ Support beneficiaries during the session to ensure comfort and inclusion



Corporate-led Events:

Nature Walks

Nature walks offer a relaxed and refreshing way for corporate volunteers to promote physical activity, mental well-being and social connection. Set in an outdoor environment, these activities encourage beneficiaries to move at a comfortable pace while enjoying nature and meaningful interaction.

Activity Overview:

Companies organise a guided nature walk that combines light physical activity with simple, engaging activities along the trail. The emphasis is on enjoyment, conversation, and shared experience rather than distance or speed.

Activity Setup:



Half-day



Company's preferred outdoor location



1:1 (Cap at 30 beneficiaries)

What You'll Be Doing:



Identify and secure a suitable location for the nature walk



Plan light activities or interaction points along the route



Support beneficiaries throughout the walk, ensuring safety and comfort



Facilitate conversations and group engagement during the activity



Corporate-led Events: Guided Tours

Guided tours offer a meaningful way for corporate volunteers to open their doors and share their work environment with beneficiaries. These experiences help beneficiaries better understand industries, technologies or services connected to health, innovation or everyday life — often making their own health journeys feel more tangible and relatable.

Activity Overview:

Host and organise a guided tour at their premises, designed specifically for beneficiaries. Tours are structured to be engaging, accessible and paced comfortably, with opportunities for interaction and learning.

Activity Setup:

🕒 Half-day 📍 Company's premises or preferred location 👥 1:1 (Cap at 30 beneficiaries)

What You'll Be Doing:

- ♥️ Appoint staff members to serve as tour guides
- ♥️ Design a clear programme flow for the visit, including briefings and rest points
- ♥️ Prepare explanations that are easy to understand and relevant to beneficiaries
- ♥️ Support logistics and ensure a safe, welcoming environment



Edwards Lifesciences Singapore invited heart valve patients to witness the heart valve creation process, deepening their understanding of the technology behind their treatment.



Terumo Asia welcomed beneficiaries to its skills lab, providing insights into medical training and innovation.

Skills-Based

Skills-based volunteering allows corporate volunteers to contribute what they do best in a way that creates direct, practical value for SHF. It is especially suitable for teams who may have limited time but strong professional expertise.

Activity Overview:

Support SHF by offering professional skills such as design, photography, videography, writing or digital support. These skills help strengthen programme delivery, communications and outreach, ultimately enhancing beneficiary engagement and awareness.

Activity Setup:

 Project-based or short-term assignments

 Flexible, based on project scale

 On-site, remote or SHF's designated locations

 Briefings and role-specific guidance provided by SHF

What You'll Be Doing:

-  Apply professional expertise to support SHF needs
-  Develop materials such as visual assets, event photography or content
-  Support workshops, campaigns or outreach efforts with specialised skills
-  Work closely with SHF to align outputs with programme objectives



Festive Gifting

Choose a theme/
festival if you wish!

Festive gift hampers are a thoughtful way for corporate volunteers to support beneficiaries during meaningful periods of the year. Beyond material support, the activity creates opportunities for connection, dignity and shared celebration.

Activity Overview:

Curate seasonal gift hampers to uplift the spirits of SHF's beneficiaries. If more hands are required, invite beneficiaries to turn the activity into a shared experience rather than a one-sided gesture.

Activity Setup:

 One-day

 Heart Wellness Centre @
Bishan / Fortune Centre /
Bukit Gombak

What You'll Be Doing:

-  Sponsor items to be included in the hampers
-  Curate suitable contents such as food staples, healthier snacks or vouchers (no supplements)
-  Pack festive gift hampers together with beneficiaries
-  Engage in befriending and light interaction during the packing session



Fundraising Campaigns

Why Should You Donate to SHF?

SHF receives limited government subvention and relies largely on the generosity of donors and corporate partners to sustain its work. Corporate donations play a critical role in enabling SHF to continue supporting heart patients, at-risk individuals and their caregivers through accessible, community-based programmes and services.

Funds raised are channelled directly towards the delivery of heart health education, rehabilitation and wellness programmes, financial assistance for patients in need, public awareness initiatives, and the training of life-saving skills such as CPR and AED use. Corporate support helps ensure these programmes remain affordable, scalable and available to those who need them most.

Fundraising Campaign Options:

Corporate partners can support SHF through a range of structured fundraising initiatives:

- ♥ Employee-Led Fundraising Initiatives
- ♥ Merchandise Sales
- ♥ BP Awareness Kit @ Pantry
- ♥ Corporate Matching

Together, these efforts help sustain SHF's mission and strengthen community heart health through collective corporate action.



Fundraising Campaign: Employee-Led Fundraising Initiatives

Activity Overview:

Organise and participate in staff-driven initiatives such as fitness challenges, team fundraisers or internal campaigns using platforms like Giving.sg or Give.Asia.

What You'll Be Doing:

- ♥ Encourage teams or individuals to initiate fundraising ideas
- ♥ Set clear goals and timelines for campaigns
- ♥ Promote participation across the organisation

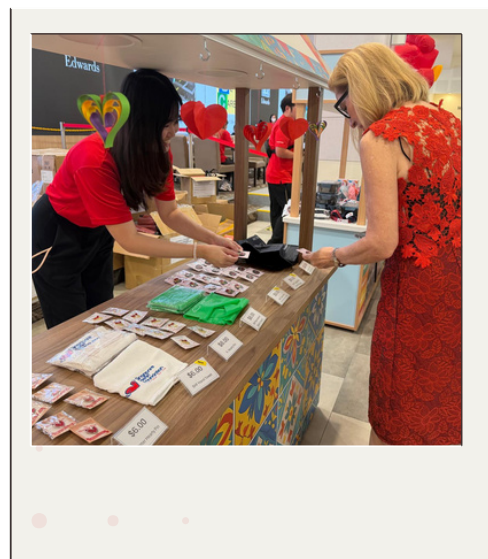
Merchandise Sales

Activity Overview:

Organise the sale of SHF or co-branded merchandise, with proceeds directed to support SHF's heart health initiatives.

What You'll Be Doing:

- ♥ Coordinate merchandise sales within the organisation or at events
- ♥ Promote products and share the purpose behind the cause
- ♥ Manage basic sales logistics and collection



Fundraising Campaign: BP Awareness Kit @ Pantry

Activity Overview:

Facilitate immediate donations via QR codes at corporate events and office spaces. Enhance engagement with initiatives like a Blood Pressure Awareness Kit in the pantry, encouraging employees to check their BP, learn about heart health, and participate in a donation campaign.

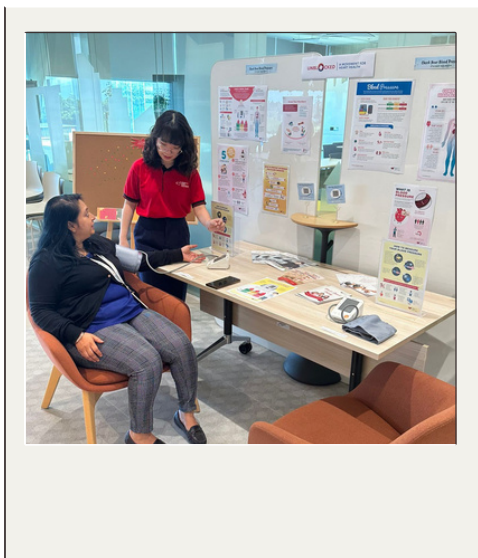
What You'll Be Doing:

- ♥ Display QR codes at suitable touchpoints
- ♥ Encourage participation during corporate events or campaigns
- ♥ Share information on how donations support beneficiaries

Corporate Matching

Activity Overview:

Company-matched donations that amplify employee contributions and increase overall impact.



Singapore Heart Foundation

510 Thomson Road
#09-00 SLF Building
Singapore 298135

T: 6354 9340 | W: www.myheart.org.sg | E: info@heart.org.sg

