



PROUDLY CANADIAN 

<https://vportal.mivolunteer.com/join>



easy volunteering.

VOLUNTEER GUIDELINES



welcome

TO VPortal

“Everybody can be great. Because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and your verb agree to serve. You don’t have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace. A soul generated by love.”

– Martin Luther King, Jr.

Dear Volunteer,

Thank you for being here and for choosing to make a difference. Volunteers like you are the heartbeat of positive change, turning challenges into opportunities and making the world a better place - one act of kindness at a time.

At MiVolunteer, we’re all about making your volunteering journey as smooth and rewarding as possible. With VPortal, you can discover opportunities that match your passions, connect with inspiring organizations, and build your skills along the way. Whether it’s creating a resume, signing up for events with just one click, or being recognized for your efforts, we’re here to help you shine.

Every small step you take creates a ripple of impact, and we’re so proud to support you in making a real difference. You inspire us every day with your dedication, and we’re excited to see all that you’ll accomplish.

Let’s make great things happen together!

Warmly,

MiVolunteer’s team.

introduction

TO VPortal

what is the vportal? 

VPortal is your all-in-one platform for discovering meaningful volunteer opportunities, building your skills, and connecting with organizations that align with your passions. Think of it as a bridge between your desire to make a difference and the communities and causes that need your help. Whether you're new to volunteering or a seasoned pro, VPortal is designed to make your journey impactful and rewarding.

key features: 

Resume Builder:

- Create a professional, shareable resume that highlights your skills, experiences, and achievements as a volunteer.
- Whether you're starting from scratch or updating your current resume, VPortal makes it easy to showcase your contributions.

One-Click Sign-ups:

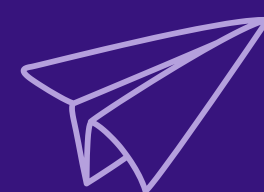
- No more lengthy application forms! With just a single click, you can sign up for opportunities that match your skills and interests.
- Focus on what matters—making an impact—not the paperwork.

Messaging Tools:

- Stay connected with organizations and event coordinators through direct messaging.
- Get timely updates and ask questions, all in one convenient place.

Notifications and Updates:

- Receive personalized alerts about new opportunities, event reminders, and messages from organizations.
- Never miss a chance to get involved.



we are just

GETTING STARTED

steps:



STEP ONE (1)

- Create an account by entering all the required fields, such as your username, email, and birthdate.

STEP TWO (2)

- Once you create your account, verify your email and login.

STEP THREE (3)

- Once logged-in, complete your profile and start signing up for opportunities!



Complete Your Profile

Completing your profile will simplify the sign-up process for opportunities, allowing you to easily apply and click.

COMPLETE PROFILE >

Username

Email

First Name *

Last Name *

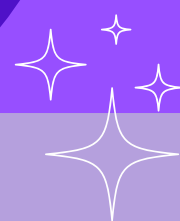
Birth Date (YYYY-MM-DD) *

yyyy-mm-dd

Registration confirmation will be emailed to you.

REGISTER

make your profile shine.



Your profile is the key to unlocking opportunities that match your interests and skills.

1. Add Personal Details: Complete fields like your name, emergency contact information, and location.
2. Highlight Your Skills: Include your areas of expertise, certifications, or any specific skills that set you apart on your portfolio.
3. Set Your Preferences: Indicate your availability and preferred categories (e.g., environmental, educational, healthcare).
4. Upload a Photo: A friendly, professional photo helps organizations recognize you and adds a personal touch to your profile.
5. Add a Bio: Adding a bio allows you to feature your best qualities to organizations on your profile!

profiles, portfolios, resumes

GETTING STARTED

create a resume.



STEP ONE (1)

- Visit the My Resume page by clicking on your profile and visiting your portfolio.

STEP TWO (2)

- Create a VPortal resume or upload a resume. Add your experiences, skills, achievements, and more! We recommend creating a VPortal resume for opportunity matching!

STEP THREE (3)

- Once you create a resume, you can now sign-up for opportunities you

create and manage your portfolios.



What is the Profile Portfolio?

- A personalized showcase of your volunteer achievements, skills, and experiences.
- Combines your VPortal badges and resume details to create a professional highlight on your profile.

Key Features

- Resume Integration: Automatically pulls key skills, experiences, and certifications from your VPortal resume.
- Impact Stats: Displays your total volunteer hours, events attended, and organizations supported at a glance.
- Featured Experiences: Spotlight a standout project or role you've excelled in.
- Manage portfolio: Manage who can view your portfolio and what information is available on it.

Lets go

EXPLORING

The Explore Page is your hub for everything volunteering—it's where you can discover opportunities, track your progress, and celebrate your achievements all in one place. Here's what you'll find:

discover opportunities ✨

- [Personalized Listings](#): Browse opportunities tailored to your skills, interests, and availability.
- [Featured Opportunities](#): Explore highlighted events and projects that need urgent or skilled volunteers.

view your stats 📊

- [Volunteer Hours](#): Keep track of the hours you've logged and see your total contributions at a glance.
- [Impact Tracker](#): View a summary of the causes you've supported and the events you've attended.
- [Achievements](#): Check out badges or milestones you've earned, such as "Top Contributor" or "First Event Completed."

celebrate volunteer shoutouts 📣

- [Recognitions](#): See shoutouts from organizations highlighting your contributions and achievements.
- [Kudos](#): Send a kudos to volunteers who have received a shoutout from organizations to recognize their achievement!
- [Community Spotlight](#): Read stories and testimonials about other volunteers making an impact - it's a great source of inspiration!

Lets go

EXPLORING

stay informed



- Notifications and Updates: Stay on top of upcoming events, sign-up deadlines, and new messages.

access resources



- Guides and Tips: Check out volunteer resources to enhance your skills and maximize your impact.
- Help Center: Access FAQs and support tools for any questions or challenges you encounter.
- Resource Center: Access the resource center for different supports to help you get started with volunteering, or to support you to continue your amazing journey in helping others.

use the explore page efficiently



- Log In Regularly: The Explore Page is updated frequently with new opportunities and information.
- Bookmark Favorites: Save opportunities or webinars that catch your eye for easy access later.
- Engage with Your Community: Respond to shoutouts, connect with organizations, and share your experiences in forums.

With the Explore Page, everything you need to succeed as a volunteer is at your fingertips. Dive in and start exploring - you're just one-click away from making an impact!

finding and joining

OPPORTUNITIES

explore opportunities 

- Visit the Volunteer Page to browse volunteer openings curated just for you.
- Use filters like: categories, types, and location.

featured opportunities 

- Keep an eye on the Featured Section for high-priority or trending events.
- These opportunities are highlighted for their community impact or urgent needs.

one-click sign-ups 

Once you've found an opportunity, joining is simple and fast:

- Click to Sign Up: Select the opportunity and click the "Sign Up" button.
- Confirm Details: Review the opportunity description, requirements, and your availability.
- Receive Confirmation: You'll get an email or notification with event details and next steps.

Why Use One-Click Sign-ups?

- It saves time - no lengthy applications!
- Ensures your profile and resume are automatically shared with the organization.

finding and joining

OPPORTUNITIES

webinars and workshops



VPortal doesn't just connect you with volunteering - it also helps you grow:

- [Access Webinars](#): Find live or recorded sessions on topics like leadership, fundraising, and program management.
- [Earn Certifications](#): Some workshops offer certificates you can add to your resume and portfolio.
- [Engage with Experts](#): Learn from experienced professionals and community leaders.

staying organized



Use these tools to stay on top of your commitments:

- [Calendar View](#): Track upcoming events you've signed up for.
- [Notifications](#): Get reminders and updates about opportunities.
- [Message Managers/Coordinators](#): Ask questions or clarify event details directly through the platform.

Tips for finding opportunities



- [Update Your Profile](#): Ensure your skills and interests are current to get tailored recommendations.
- [Act Fast](#): Popular opportunities fill up quickly - sign up as soon as you find one that excites you!
- [Explore New Categories](#): Try volunteering in areas outside your comfort zone to discover new passions.

With VPortal, connecting to impactful opportunities has never been easier. Start exploring today!

follow your

ENGAGEMENT

connecting with organizations



VPortal helps you build meaningful relationships with organizations and coordinators. Use these tools to stay engaged:

- Direct Messaging:
 - Ask questions, clarify event details, or stay in touch with coordinators.
 - All conversations stay organized within the platform.
- Email Updates:
 - Get important updates about upcoming events, changes, or additional instructions.
 - Notifications are sent directly to your inbox so you never miss a message.
- Join Communities:
 - Join communities you're passionate about to see their latest postings, forums, and news.

building community



Volunteering is more than just giving your time—it's about connecting with others who share your passion.

- Community Forums:
 - Join discussions to share experiences, tips, and success stories.
 - Learn from other volunteers and inspire one another.
- Volunteer Shoutouts:
 - Celebrate your achievements and see how others are making an impact.
 - Organizations use this feature to publicly acknowledge exceptional contributions.
- Spotlight Stories:
 - Read inspiring stories from volunteers and organizations to stay motivated and learn about impactful projects.
- Shared Galleries:
 - Share your favorite photos working with organizations in their communities and showcase your work!

follow your

ENGAGEMENT

Track and recognize your efforts



Celebrate your impact and growth with VPortal's built-in tools:

- Volunteer Hours:
 - Log your hours automatically when you complete opportunities.
 - View your total contributions on your Explore Page and profile.
- Achievements and Badges:
 - Earn badges for milestones like completing your first event, reaching hour goals, or contributing to special programs.
 - Display these on your portfolio to share your accomplishments with others.
- Recognition from Organizations:
 - Receive shoutouts or personalized messages from organizations that value your work.

Tips



Stay Engaged with Organizations!

- Be Proactive: Don't hesitate to reach out to organizations with questions or ideas.
- Collaborate with Peers: Connect with other volunteers in forums or events to share experiences.
- Celebrate Your Wins: Take pride in your achievements and look for ways to grow even more.

Engagement is the key to a fulfilling volunteer journey. With VPortal, you'll always have the tools to connect, grow, and make a difference!

best practices for VOLUNTEERS

To make the most of your volunteer experience with VPortal, follow these best practices. These tips will help you build meaningful connections, stay organized, and maximize your impact.

reliability and commitment



- Honor Your Commitments: If you sign up for an opportunity, make it a priority to show up and give your best effort.
- Communicate Early: If something comes up and you can't participate, inform the organization as soon as possible.

keep your profile updated



- Regularly add new skills, certifications, and achievements to your portfolio and resume.
- Update your availability to ensure organizations know when you're ready to help.

explore and diversify



- Try New Categories: Volunteering in new areas can expand your skills and open doors to fresh opportunities.
- Attend Webinars and Workshops: Gain knowledge and certifications that enhance your profile portfolio.

engage actively



- Participate in community forums and discussions to share your experiences and learn from others.
- Use direct messaging and email tools to build strong relationships with organizations and coordinators.

best practices for VOLUNTEERS

Track your progress

- Honor Your Commitments: If you sign up for an opportunity, make it a priority to show up and give your best effort.
- Communicate Early: If something comes up and you can't participate, inform the organization as soon as possible.

professionalism and respect

- Treat every opportunity with professionalism, whether virtual or in-person.
- Be respectful of the organization's guidelines, team members, and the community you're serving.

share feedback

- Offer constructive feedback to organizations about your experience to help them improve.
- Be open to receiving feedback to grow as a volunteer.

celebrate you and your contributions

- Take pride in the impact you're making, and don't hesitate to share your successes with friends, family, and your network.
- Use your VPortal Profile Portfolio to highlight your journey and inspire others to join.

By following these best practices, you'll not only make a difference in the community but also grow as an individual. Your commitment, professionalism, and enthusiasm are what make volunteering truly impactful!

we love

RECOGNITION

At VPortal, we believe in celebrating your contributions and helping you grow. From badges that showcase your achievements to upcoming perks and rewards, VPortal makes sure your efforts are acknowledged in meaningful ways.

badges - showcasing your achievements



Earn badges as you hit milestones and grow as a volunteer. These badges are proudly displayed in your Profile Portfolio and reflect your dedication and impact.

- Types of Badges You Can Earn:
 - First Event Completed: Celebrate the beginning of your volunteer journey.
 - Top Contributor: Awarded for contributing a significant number of hours.
 - Skills Builder: Recognizes completion of specific skill-building workshops or webinars.
 - Impact Maker: Highlighted for participating in high-impact projects or events.
 - Leadership Badge: For volunteers who take on leadership roles or mentor others.

Why Badges Matter:

- They visually represent your accomplishments and dedication.
- They're a great way to stand out when applying for future volunteer roles or professional opportunities.

vperks, vrewards, & vpoints (coming soon!)



We're excited to introduce VPerks, VRewards, and VPoints, features that make volunteering even more rewarding:

- Earn VPoints: Volunteers will earn points for every hour contributed, every event attended, or every badge earned.
- Redeem Rewards: Use your VPoints to unlock exclusive rewards like gift cards, event tickets, or discounts from participating partners.
- Access VPerks: Enjoy unique benefits from VPortal's amazing Perk Providers!
- Stay Tuned: While badges are available now, the VPoints system and rewards program are coming soon! Keep earning badges and tracking your progress to take full advantage of these upcoming features.

supporting you.

RESOURCES

As a VPortal volunteer, you have access to a wealth of resources to help you succeed and make the most of your experience.

faq's and guides

- [Getting Started Guide](#): Learn how to create your profile, find opportunities, and begin volunteering.
- [Opportunity FAQs](#): Answers to common questions about signing up, attending events, and communicating with organizations.
- [Badge Guide](#): Detailed descriptions of each badge and how to earn them.

help center

Visit the VPortal Help Center for step-by-step tutorials, troubleshooting tips, and video guides.

- [Common topics include](#):
 - Updating your profile.
 - Logging volunteer hours.
 - Communicating with organizations.

contact us

- [Need personalized help? Reach out to our friendly support team](#):
 - [Email support](mailto:volunteers@mivolunteer.com): volunteers@mivolunteer.com
 - [Community Forums](#): Post your questions in the volunteer forums to get advice from other users, organizations, and the MiVolunteer team.
 - [Follow Us on Social Media](#): Stay updated on new opportunities, webinars, and features.
 - [Subscribe to the Newsletter](#): Receive monthly updates with tips, stories, and announcements.

Remember, VPortal is here to support you every step of the way. Whether you have questions, need help, or just want to share your volunteer journey, we're here for you!


easy volunteering.

VOLUNTEER NOW.



PROUDLY CANADIAN 

<https://vportal.mivolunteer.com/join>



SHIFT 1

✓ JOINED

36

✓ SIGNED-UP

+ JOIN

Sep 21, 2024

7:00 AM • 2:30 PM