

HOW TO VOLUNTEER WITH US

icanhelp.richmond.ca



GET INVOLVED!

- SPECIAL EVENTS
- SEASONAL PROGRAMS
- SPORTS
- CAMPS
- CHILDREN'S PARTIES
- COMMITTEES

CREATE AN ACCOUNT

- Log onto <https://icanhelp.richmond.ca>
- Click the 'Login/Register' link on right side of the screen
- Click the 'Volunteer as an Individual' link on the left side of the screen
- Read the Privacy Practice Statement, provide consent and click OK
- Fill in your information and click 'Submit Application'
- Look for automated email confirming your account has been set up

SEARCH FOR OPPORTUNITIES

- Log onto your account and click 'Search Opportunities' on left side of the screen
- Click 'By Facility' and select Thompson from Community Centres
- Scroll through Thompson volunteer opportunities and sign up!

REPORT YOUR VOLUNTEER HOURS

- Log into your account and select 'Report & View Hours' to access the log book
- Click on 'Report Service' to add your hours to the log book
- Choose the volunteer opportunity from the drop down menu
- Select the date of service from the calendar and type in the total hours, click OK
- The Volunteer Coordinator will approve the hours
- To check hours, click on the "Dashboard" icon and then hit logbook