



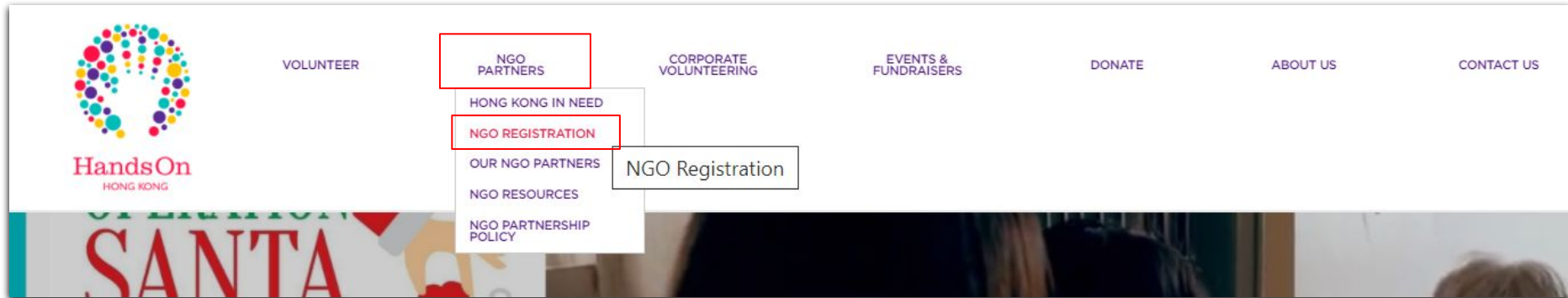
Non-profit User Guide

Using the HandsOn NGO Portal to upload requests for volunteers (skills-based & for service programs)

Registering as a Non-profit Partner



1. Registering as a non-profit partner



On the homepage (www.handsonhongkong.org), hover above “NGO Partners” and you will see a drop down menu. After selecting the “NGO Registration” tab, and you will be directed to a sign-up page.

2. Sign-up page for non-profit organizations

Organization Sign Up

HandsOn Hong Kong provides our under-served nonprofit partners with capacity-building support through volunteer services. We help to develop programs, promote activities, recruit and manage volunteers, and guide our partners to ensure each program meets their needs the needs of those they serve. We do all of this at no cost to the nonprofits we assist. Our team currently serves more than 100 non-profits in Hong Kong—we regularly review and accept new partners, based on capacity.

We invite non-profits to register their interest in working with HandsOn Hong Kong, by creating an NGO account. We ask that all organizations applying are: registered as a charitable institution under section 88 of the Inland Revenue Ordinance (or are government recognized); focus primarily on serving local needs in Hong Kong; and that their volunteer activities are service-focused. After creating your account you will be asked to review and commit to upholding our Non-Profit Partner Policy. Once you have completed this step—and your account has been confirmed—you will be able to upload service request forms for the HandsOn calendar and for your skills-based volunteer needs.

Please complete all fields on our sign-up page and upload a copy of your organization's logo, before clicking "Next" to proceed.

BASIC INFO

Organization Name *

Ex. HandsOn Hong Kong

Website

Ex. <https://www.HandsOnConnect.org>

Mission Statement *

Please describe your mission statement

IRD File No. *

Ex. 12-3456789

Logo *

Add a picture / Drop a picture

Recommended Size is 113 x 113 px.

PRIMARY CONTACT INFO

First Name *

Ex. Valerie

Last Name *

Ex. Chan

Email Address *

Ex. valerie@example-domain.com

Confirm Email Address *

Ex. valerie@example-domain.com

Next >

3. Signing our NGO Partnership Policy & Agreement

We are proud to offer HandsOn's services and expertise to our non-profit partners for free. In return we ask that you review and adhere to our 'NGO Partnership Policy' as a requirement of our collaboration. If you are happy with all points within our partnership agreement, please tick the box of the end of the page to indicate your confirmation before proceeding.

NGO Partnership Policy & Agreement

HandsOn Hong Kong (HOHK) provides our non-profit partners that serve the local community with capacity-building and program support through volunteer services. We help to develop programs, promote activities, recruit and manage volunteers and guide our partners to ensure each program meets their objectives and the needs of those they serve. HOHK proudly provides our services and expertise to charity partners for free. In return, and as a valued HOHK partner, we ask that you review and adhere to our Non-Profit Partner Policy as a condition of our collaboration.

HOHK commits to:

1. Work collaboratively with our non-profit partners to develop and provide guidance and consultancy on service programs featured on the HOHK calendar.
2. Upload non-profit partner service programs to the HOHK public service calendar in line with the partner's activity description provided, the need they are addressing and their volunteer requirements.
3. Ensure open and responsive communication between our non-profit partners and HOHK.
4. Drive all aspects of the volunteer management process including recruitment, training, support, materials and follow-up communications.
5. Train and recruit Volunteer Leaders, as needed, to support our non-profit staff and volunteers.
6. Share the names and contact details of confirmed volunteers with our non-profit partners.
7. Require volunteers to review and confirm acceptance of requirements such as the COVID-19 Safety Requirements, eDMs and annual reports.
8. Champion the work of our non-profit partners and their social media, eDMs and annual report.
9. Keep the needs and work of our non-profit partners in mind when planning our programs, financial donations, donation of useful items, opportunities and more.

Non-profit partners commit to:

1. Assign a member of their team to be responsive to all requests and inquiries from HOHK, including programs that appear on the HOHK calendar, our website, eDMs and more.
2. Upload their service program details to the HOHK 'Non-Profit Partner' page.

3. Manage volunteers as it relates to their service program:

- Non-profit staff managing calendar programs on-site are able to provide a service briefing, acknowledge the role of volunteers, remain present to supervise and debrief volunteers and always be respectful when communicating with them. HOHK Volunteer Leaders perform aspects of this role for some calendar programs.
 - Non-profit staff are fully responsible for the management of skills-based volunteers and responding to them within HOHK's set time-frames.
4. Provide volunteer impact and program attendance details to HOHK:
- Non-profit staff shall report on calendar program volunteer attendance and outputs within 48 hours of each activity (outputs refer to number of people served or other agreed upon measures to evaluate impact). For some programs, Volunteer Leaders will complete this step.
 - Non-profit staff are responsible for reporting on the project status and service hours of skills-based volunteers, as well as completing our post-project survey.
5. Provide a safe and accessible space for volunteers to participate in service programs, in-line with our COVID-19 Safety Requirements and any other precautions they should be aware of.

6. Inform the HOHK team promptly of any unforeseen service program changes that impact our volunteers.

7. Acknowledge their partnership with HOHK and the role our team plays in supporting their organization's work and service programs at no cost—through channels such as social media, website, eDMs and annual reports.

8. Commit to participating in HOHK's annual survey and any other feedback measures which our team undertakes to better understand your capacity-building needs and how effectively we are addressing them.

9. Review and consider other HOHK collaboration opportunities in a spirit of partnership and enthusiasm—including our annual community service week, Serve-a-thon.

10. Support HOHK efforts to promote your service programs by allowing our team to take photos (in-line with your approval guidelines) and providing a testimonial from a member of your team and a service user once a year, upon request.

I agree to the NGO Partnership Policy

☐

< Back

Next >

4. After Submitting your NGO registration request

Your request is submitted!

Thank you for registering your interest in working with HandsOn Hong Kong as a non-profit partner, as part of our mission to empower Hong Kong's volunteers to support the work of local charities. We appreciate your patience while we review your request. You will receive a confirmation email once your request has been reviewed or if more information is needed. You can direct any urgent enquiries to hohk@handsonhongkong.org in the meanwhile.

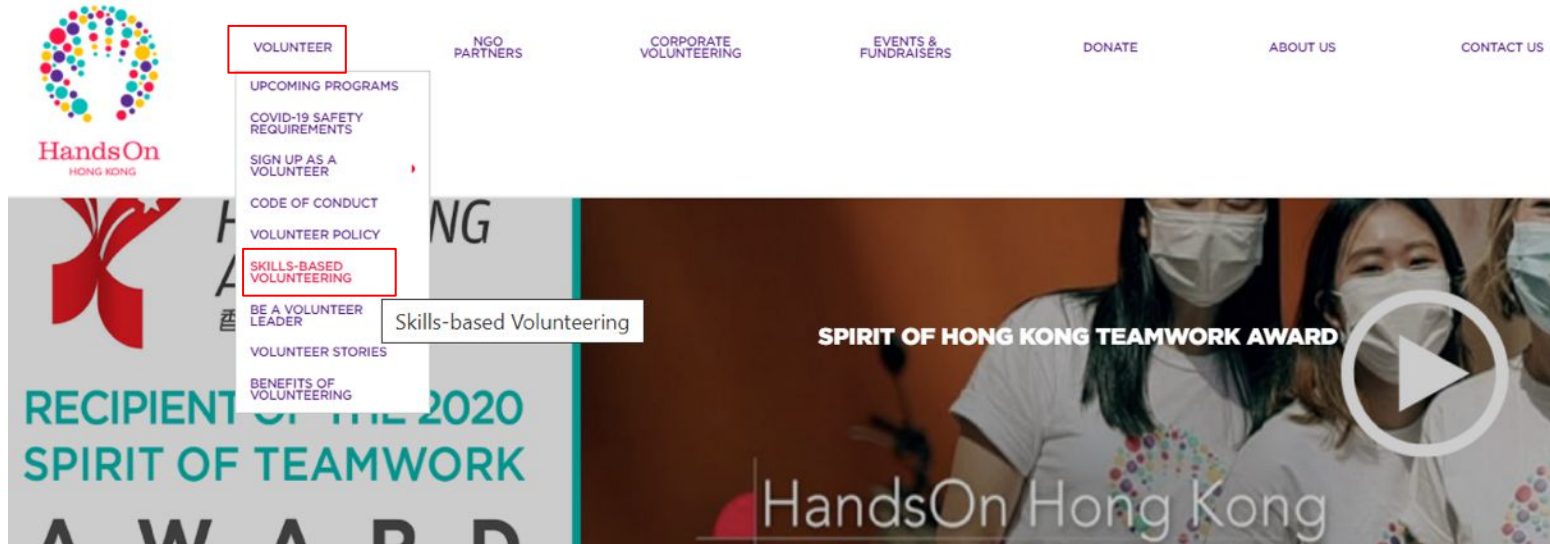
After having completed both of these steps, you will be directed to a page confirming that your request to be a HandsOn non-profit partner is successfully submitted.

You will receive a confirmation email as soon as the request has been reviewed by our team (1-2 working days). You will be asked to create a password for your account.

Submitting a request for a Skills-based Volunteer



1. Locating the Skills-based Volunteering portal for NGOs



You will find a link to access our “Skills-based Volunteering” platform under the “Volunteer” drop down menu. This is for volunteers to explore different Skills-based Volunteering Opportunities that are a fit with their talents and expertise.

2. Navigating the NGO Portal homepage

EMPOWER VOLUNTEERS TO SUPPORT YOUR WORK!

Welcome to the HandsOn Hong Kong NGO portal. This is a place for you to submit request forms allowing you to recruit volunteers for both HandsOn Hong Kong and your organization.

You can also use this portal to:

- Oversee the activities we are supporting you with;
- Report program attendance and outputs to our team;
- And to manage skills-based volunteers you have short-listed or are working with.

If you have any questions regarding this platform, please refer to our 'NGO portal guide' or to contact our team at hohk@handsonhongkong.org

We are grateful to be working hand-in-hand with you to empower Hong Kong's volunteers to further your mission!

HandsOn HONG KONG

Hello, Brian

You are managing: HandsOn Hong Kong 焔手 · 香港

Home

Volunteer Opportunities

Report Attendance

My Organization

SBV Opportunities

Return to Volunteer Portal

Click here to upload your Skills-based Volunteer role—we call these "opportunities"

CALENDAR

Hello, Brian

Return to Managing Opportunities

Log out

You need to visit the HandsOn website to access our NGO portal or use the direct link below. After logging in (through the icon in the top-right corner), you will also have access to the full website.

You simply click "Return to Managing Opportunities" in the top right corner to return to the portal.

NGO Portal homepage link: <https://www.handsonhongkong.org/partner-portal/dashboard>

3. Creating a new Skills Based Volunteering Opportunity (SBV)

Hello, Brian
Return to Managing Opportunities
Log out

Skills Based Volunteers (SBV) Opportunities

New SBV Opportunity

Back to Partner Dashboard

Search

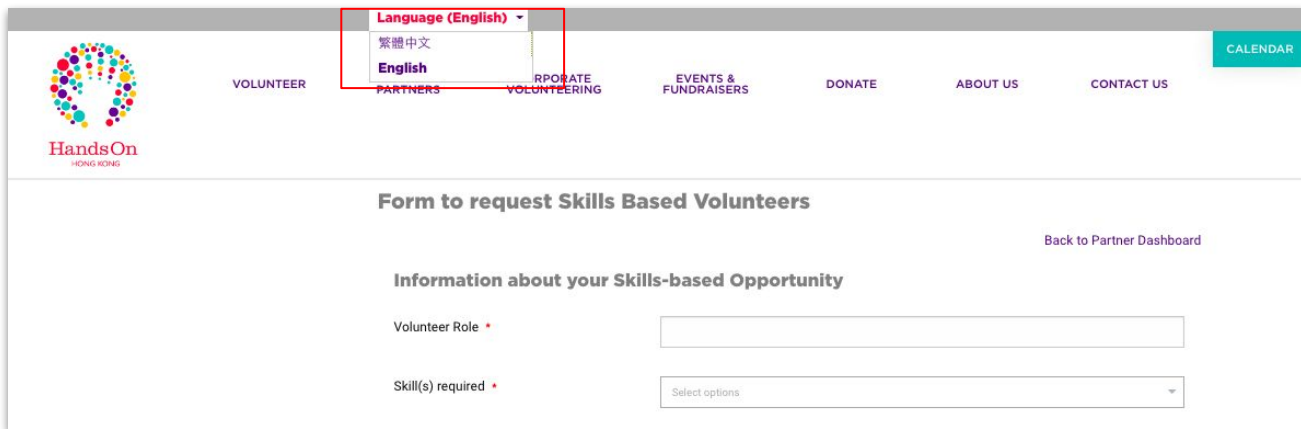
Role	Start date for position	Stage	Pending Review ▼	Shortlisted	Confirmed	Declined
Graphic Designer (Graphic design 平面設計)	19/2/2021	Posted on Site	0	1	0	0
IT support (IT 資訊科技)	19/2/2021	Posted on Site	0	1	0	5
Marketing Support (Communications / Marketing Digital Marketing / Social Media)	19/2/2021	Posted on Site	0	1	0	1

Showing 1 to 3 of 3 entries

You will then be directed to this page where you will see an overview of all the “Skills-based Volunteering Opportunities” you have posted before, if any. You can manage these by clicking on them.

Please click on the “New SBV Opportunity” button and you will be directed to a form for uploading the details for your new role.

4. Picking the language for uploading your SBV post



The screenshot shows the top navigation bar of the HandsOn Hong Kong website. The logo is on the left, followed by links: VOLUNTEER, PARTNERS, CORPORATE VOLUNTEERING, EVENTS & FUNDRAISERS, DONATE, ABOUT US, and CONTACT US. A teal 'CALENDAR' button is on the right. A red box highlights the 'Language (English)' dropdown menu, which is open, showing '繁體中文' (Traditional Chinese) and 'English' as options. Below the navigation bar, the main content area is titled 'Form to request Skills Based Volunteers'. It includes a 'Back to Partner Dashboard' link and a section titled 'Information about your Skills-based Opportunity'. This section contains two fields: 'Volunteer Role' with a text input box, and 'Skill(s) required' with a dropdown menu showing 'Select options'.

There are forms for uploading your role in both English and Chinese, or you can pick either.

5. HandsOn form to request Skill-based Volunteers

Please complete all fields within our form that you can, mandatory ones are indicated. Bear in mind that the details will appear exactly as they are inputted so being descriptive in terms of the work required, your mission and the impact will be important. Review and agree to our Terms & Conditions if you would like to proceed.

Please bear in mind that you will not have the chance to preview your role description again before submitting it.

Form to request Skills Based Volunteers

[Back to Partner Dashboard](#)

Information about your Skills-based Opportunity

Volunteer Role *

Skill(s) required *

Description of work *

Length of service / commitment required *

Amount of time required per month *

Location of volunteer work *

NGO mission and description of work *

Impact of skills-based volunteer support *

Language requirement *

- We agree to interview short-listed candidates and provide a 'reject or accept' response to each. This is a critical step that enables HOHK to keep the opportunity listing page up to date with the most current recruitment needs.
- Rejected candidates will receive an automated reply from HOHK, thanking them for applying and informing them that their application will not proceed further.
- Accepted candidates will receive an automated reply from HOHK congratulating them on their new role. It will then be the responsibility of the hiring organization to follow up with the successful candidate to organize arrangements.
- We agree to abide by the responsibilities and time requirements specified in the description. Should the timing of the role need to be extended, we agree to reply to the automated reminder email by specifying a new end date.
- We agree to complete a short survey on the skills-based volunteer and the recruitment process following the end date.

If you have any questions or need to make changes to the description, please contact Bixian LIN at bixian@handsonhongkong.org.

I agree with the terms above * ☐

SUBMIT

6. Successful submission of your volunteer role

Success!

Thank you for submitting your request for a skills-based volunteer to support the work of your organization.

Your request will be reviewed by a member of our program team and uploaded on our website within two working days. Please note that we may require further information or clarification before posting your request.

You will receive an email notification once your activity is posted and available for volunteers to express their interest.

[Back to SBV Opportunities List](#)

After filling in our form you will receive an auto-email from HandsOn confirming receipt of your request to post a Skills-based volunteer role on our website. Please allow up to 2 working days for our team to review, confirm and set your role LIVE on our site. You will receive another email confirmation once your opportunity has been posted. **We regularly profile these opportunities in our newsletters and on social media and encourage you to do the same! Each role has its own unique link.**

7. Managing your Skills-based Volunteer applicants via email alert

Project Status
Please provide the status below. If the project is started please provide an estimate of the start date, end date and hours served.

Project Role: Barista

Volunteer: Art Partner

Resume/CV: [Click to Download](#)

LinkedIn: <https://www.handsonhongkong.org/hohk-skill-based-detail-page-e17?Id=a0s2y000004M29AAE>

Project Status ▾

Select One

- ✓ Pending Review
- Shortlisted
- Confirmed
- Declined

Project Start ▾

Estimated Project End ▾

Hours Served

Feedback/Comments

SUBMIT

Project Status
Please provide the status below. If the project is started please provide an estimate of the start date, end date and hours served.

Project Role: Barista

Volunteer: Art Partner

Resume/CV: [Click to Download](#)

LinkedIn: <https://www.handsonhongkong.org/hohk-skill-based-detail-page-e17?Id=a0s2y000004M29AAE>

Project Status ▾

Pending Review

Project Start ▾

21/1/2021


Estimated Project End ▾

Hours Served

Feedback/Comments

SUBMIT

Applicants to your SBV role will be delivered to your inbox via email alerts. You will manage them through the system--ensure to confirm or decline each candidate by the end of the process (within no longer than 2-weeks).



Dear Bixian Lin,

We are delighted to inform you that a candidate has expressed interest in your volunteer role, "Barista".

Please visit the candidate's page here to view their profile and select one of the following options:

- Shortlist
- Confirm
- Decline

<https://www.handsonhongkong.org/sbv-npo-project-status?recid=a0s2y000000byiF>

If you choose 'Shortlist' now and the candidate later moves to 'Confirm', please ensure that you re-visit this page to make a note. Only when 'Confirm' is selected will our system acknowledge that the role has been filled and automatic tracking can begin. If you choose to 'Decline', please indicate your reason. This is for our reference only and will remain confidential.

If you would like to connect and meet with a shortlisted candidate, we ask that you do so within two weeks of receiving this email.

Best Regards,
The HandsOn Hong Kong Team

8. Managing your Skills-based Volunteer applicants on NGO Portal

Hello, Brian

You are managing:

- Home
- Volunteer Opportunities
- Report Attendance
- My Organization
- SBV Opportunities**
- SBV Connections
- Return to Volunteer Portal

On the SBV Opportunities page, you can see all the current posted SBV opportunities and see how many “pending review”, “shortlisted”, “Confirmed” and “Declined” Status each opportunity has.

Click on “SBV Opportunities” to view all of your posted SBV opportunities

Hello, Brian

[Return to Managing Opportunities](#)

[Log out](#)

Skills Based Volunteers (SBV) Opportunities

[New SBV Opportunity](#)

[Back to Partner Dashboard](#)

Role	Start date for position	Stage	Pending Review ▾	Shortlisted	Confirmed	Declined
Graphic Designer (Graphic design 平面設計)	19/2/2021	Posted on Site	0	1	0	0
IT support (IT 資訊科技)	19/2/2021	Posted on Site	0	1	0	5
Marketing Support (Communications / Marketing Digital Marketing / Social Media)	19/2/2021	Posted on Site	0	1	0	1

Showing 1 to 3 of 3 entries

9. Managing the candidates for each opportunity

You can click on any of your opportunities and see all the applied candidates. By clicking “View Details” you can view the applicant’s application more in depth such as viewing their CV and the LinkedIn account they shared with you. You can also change their application status as well.

This screenshot shows the 'Opportunity Detail' page for the role of 'IT support (IT 資訊科技)'. At the top, there is a purple header with the text 'Hello, Brian', 'Return to Managing Opportunities', and 'Log out'. Below the header, a link 'Back to list of SBV Opportunities' is visible. The main section is titled 'Opportunity Detail' and includes the 'Opportunity Name: IT support (IT 資訊科技)'. A section titled 'Related SBV Connections' contains a table with columns for Contact, Connection Status, Created Date, and Action. The 'Action' column for each row contains a 'View Details' link, which is highlighted with a red box. At the bottom, it says 'Showing 1 to 6 of 6 entries'.

Contact	Connection Status	Created Date	Action
Adrien Lopez	Declined	9/8/2021 9:38	View Details
Aron Frost	Declined	20/2/2021 15:04	View Details
David Wu	Shortlisted	10/3/2021 12:31	View Details
Ivana Jesslyn	Declined	23/3/2021 23:57	View Details
Tiffany Hounques	Declined	27/2/2021 0:30	View Details
Tiffany Hounques	Declined	27/2/2021 0:33	View Details

By choosing “Project Status” you can amend the status, click on your preference and then click submit. The candidate will receive an auto email carefully pre-crafted by our team to inform them of your decision and thank them again for their application.

This screenshot shows the 'SBV Connection' form for the role of 'IT support (IT 資訊科技)'. The form includes fields for Project Role, Volunteer, Resume/CV, and LinkedIn, all of which are populated. Below these fields is a 'Project Status' dropdown menu, which is currently set to 'Declined'. A feedback/comments section is also present. At the bottom right, there is a red-bordered box containing a green 'SUBMIT' button.

Project Role: IT support (IT 資訊科技)

Volunteer: Adrien Lopez

Resume/CV: [Click to Download](#)

LinkedIn: <https://www.linkedin.com/in/adrien-lopez/>

Project Status: Declined

Feedback/Comments

[SUBMIT](#)

10. Seeing all your applicants in one page (past and present)

You can filter and see different status

Click on applicant's name to see their CV, resume as well as change the status for their application for the position the applicant applied for.

Click on "SBV Connections" to see all applicants from all your posted SBV opportunities (both live on website and previous SBV opportunities posted on website)

Hello, Brian

You are managing:

Home

Volunteer Opportunities

Report Attendance

My Organization

SBV Opportunities

SBV Connections

Return to Volunteer Portal

Hello, Brian

Return to Managing Opportunities

Log out

Skills Based Volunteers (SBV) Connections

Filter by: All | Pending Review | Shortlisted | Confirmed | Declined

Volunteer	SBV Opportunity	Status	Created Date
Andrea Tang	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	16/2/2021 23:09
ANN Cheung	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	4/2/2021 15:57
Chi Wan Cheung	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	5/2/2021 17:54
Helen Crispin	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	27/1/2021 9:04
Jess Lam	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	2/2/2021 15:05
Juju Jang	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	5/2/2021 9:28
Karen Lam	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	1/2/2021 20:51
Kaur Pavandeep	Administrative Support/ Marketing Support/ Graphic Designer/ IT Support	Pending Review	31/1/2021 22:58

Showing 1 to 8 of 8 entries

Previous 1 Next

11. How your Opportunity is presented on the HandsOn website


USE YOUR PROFESSIONAL TALENT FOR GOOD

Many nonprofit organizations in Hong Kong operate on limited funding and manpower in an effort to maximize resources for programs that support their core mission. Skills-based volunteering helps address this challenge by engaging volunteers to provide specialized skills and services that leverage job-related expertise, such as accounting, design, HR, IT, legal, and more.

For nonprofits, skills-based volunteering provides access to specialized skill sets and talent they may not otherwise have. The engagement also empowers the volunteer to leverage their professional skills to drive positive social change, expand their network, develop meaningful community relationships, and hone their skills. We call that a win-win scenario!

Please note: Interested candidates will submit their CVs directly to the organization listed. Any candidate screening, interviews, or selection will be conducted by the organization. HandsOn Hong Kong takes no responsibility for the selection process.


AVAILABLE OPPORTUNITIES



HandsOn Hong Kong 牽手·香港

Volunteer role
Graphic Design

[Click here for more details](#)



Crossroads Foundation
國際十字路會

Volunteer role
Barista

[Click here for more details](#)

SKILLS-BASED VOLUNTEERING OPPORTUNITY



IRD file Number	123456
Volunteer role	Graphic Design
Skill(s) required	Graphic design 平面設計
Description of work	Designing banner
Length of service / commitment required	1 to 3 months / 一至三個月
Amount of time required per month	3-5 hours / 3-5小時
Location of volunteer work	May work remotely / from home with occasional in-office work 可以遠程/在家工作但需要不定時在辦公室工作
NGO office location	Unit A, 9th Floor, Easy Tower, 609-611 Tai Nan West Street, Sham Shui Po, Kowloon
NGO mission and description of organization's work	Design banner and promotional material
Impact of skills-based volunteer support	attract more volunteer
Start date for position	22/12/2020
End date for position	22/2/2021

[Express Interest](#)



Health In Action 醫護行義

Health In Action

Volunteer role

Perform physiotherapy and deliver workshop

[Click here for more details](#)



FOCUS

Focus

Volunteer role

Social Media Management Volunteer / Video Content Editor and Director

[Click here for more details](#)



ReSource The Counselling Centre Ltd

Volunteer role

Administrative Support/ Marketing Support/ Graphic Designer/ IT Support

[Click here for more details](#)



HeroesToo

Heroes Too

Volunteer role

Communication and PR volunteer

[Click here for more details](#)



Crossroads Foundation
國際十字路會

Crossroads Foundation

Volunteer role

Carpenter/Set Builder

[Click here for more details](#)



Crossroads Foundation
國際十字路會

Crossroads Foundation

Volunteer role

Gardening / Landscaping / Forestry

[Click here for more details](#)



Just Feel

Volunteer role

CSR Partnership Coordinator

[Click here for more details](#)



Crossroads Foundation

Volunteer role

Barista

[Click here for more details](#)



HELP for Domestic Workers

Volunteer role

Fundraising & Events Volunteer

[Click here for more details](#)



Crossroads Foundation
國際十字路會

Crossroads Foundation

Volunteer role

WiFi Specialist Advisor

[Click here for more details](#)



HeroesToo

Heroes Too

Volunteer role

Website content upkeep and maintenance

[Click here for more details](#)



Impact HK

Volunteer role

Medical Assistance Volunteer

[Click here for more details](#)



HeroesToo

Volunteer role

Social media planning and posting on various platforms

[Click here for more details](#)



Habitat for Humanity Hong Kong

Volunteer role

Translator/Researcher

[Click here for more details](#)



Make-A-Wish Foundation

Volunteer role

Translator

[Click here for more details](#)



HELP for Domestic Workers

Volunteer role

Communications and PR Volunteer

[Click here for more details](#)



Hong Kong Shark Foundation

Volunteer role

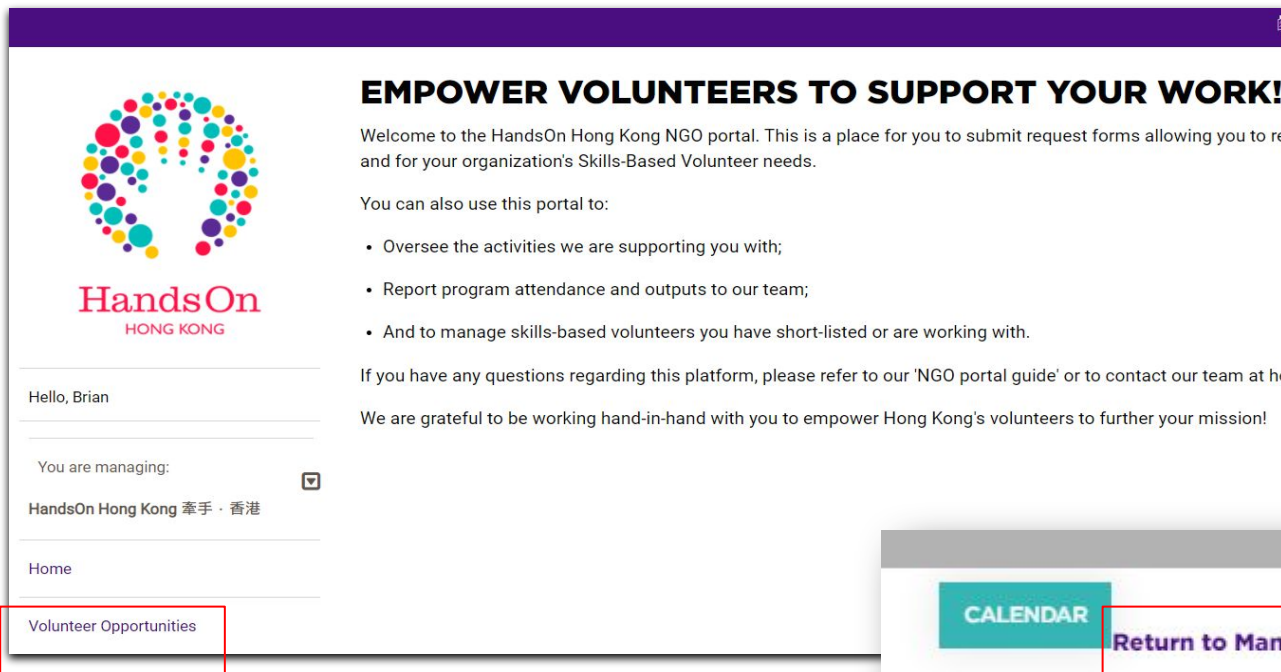
IT volunteer

[Click here for more details](#)

Uploading a request for volunteers through the HandsOn calendar

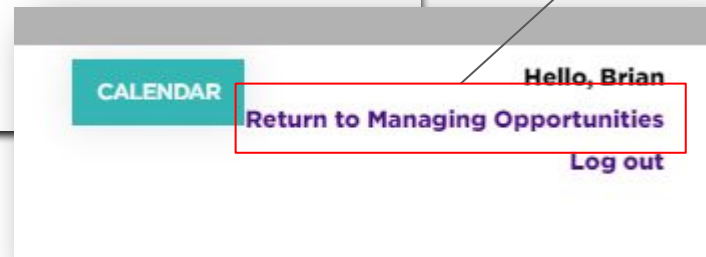


1. Creating a request for “Hands On” volunteers



Please click here to upload a request for volunteers for your service activities through the HandsOn calendar


Every time you want to return to the NGO Portal, but you are still browsing and logged in on HOHK website click “Return to Managing Opportunities” in the top right hand corner to return.



NGO Portal homepage link: <https://www.handsonhongkong.org/partner-portal/dashboard>

2. Navigating your volunteer opportunities on the HandsOn calendar

After clicking 'Volunteer Opportunities', you will be directed to a page similar to the below with your existing HandsOn calendar volunteer activities. On the top right hand corner you will see a button for you to: "Create a Volunteer Opportunity".



Hello, Brian

You are managing:

HandsOn Hong Kong 牽手 · 香港

Home

Volunteer Opportunities

Volunteer Opportunities

Search

Create Volunteer Opportunity

Name ▲	Posting Status
	<div>This is approved and published for volunteers to sign-up.</div>
Collect Bread for Homeless People (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Daily Necessities and Warmth to Homeless in CWB(Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Fortress Hill (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Kwun Tong (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Sham Shui Po (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Tai Kok Tsui (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Tai Kok Tsui (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Tin Hau (Youth Welcome)	This is approved and published for volunteers to sign-up.
Deliver Necessities and Warmth to Homeless in Tsim Sha Tsui (Youth Welcome)	This is approved and published for volunteers to sign-up.

3. Creating a Volunteer Opportunity

This form you can choose English or Chinese.

English Chinese

Opportunity Name
Deliver Necessities and Warmth to Homeless in Sham Shui Po (Youth Welcome)

Description
Description: On this Sham Shui Po kindness walk, you will be serving roughly 100 homeless individuals and a large community of elderly and street cleaners. Apart from building connections with the homeless community, you will provide and distribute necessities including food, drink, toiletries, clothing and free laundry to the needy.
ImpactCM's aim for these walks is to build trust through kindness. As a charity, they are on the streets at least once per day and their focus on building friendships is giving people a true second chance. In order to sustain housing and job creation initiatives by ImpactCM, we encourage each participant to donate \$100 or more.
This walk starts from ImpactCM's centre, the Guestroom, and takes nearly two hours to complete. Bring a reusable bag to carry the items to hand out.
Parental guidance is required for volunteers under the age of 16. We do not suggest this walk for children under 10.

Schedule Type
Core & Time Specific

Registration Type
Sign up

Default Opportunity Coordinator
HansOn Hong Kong

Location
Add a location (Next step)

Primary Impact Area
Support for Homeless People

Population Served
3 Selected

Age Groups Served
1 Selected

Minimum Age
12

Maximum Attendance
8

Next

Please make sure to fill in all fields in this “Create Volunteer Opportunity” form.

Please bear in mind the details on this page will appear exactly as they are inputted, so being descriptive regarding the “Opportunity Name” and “Description” is essential in motivating volunteers to sign-up.

Please bear in mind that you will not have the chance to edit any of these fields again before submitting the form.

4. Adding a past program location—if any

When you click on “Location” on the form, a pop-up will appear with a list of previous locations you have used before. If you see the location you want for your new program, just click on it.

If the location is not in the list, select the option to: “Add a location (Next step)”. You will then be directed back to the previous page and form you were completing—all the previous completed fields will still contain what you have filled in before.

Locations

Add a location (Next step)

Name ▲	Street Address	City	State	Special Directions
All ▼	All ▼	All ▼	All ▼	All ▼
a0B2y000000YuvP				
HandsOn Hong Kong, Cheung Sha Wan		Unit A, 9th Floor, Easy Tower, 609-611 Tai Nan West Street		
HandsOn Hong Kong, Hong Kong Island		ESF Kennedy School		
HandsOn Hong Kong, In-office	In-office	Hong Kong	Hong Kong	
HandsOn, Hung Hom		Hung Hom, 22 Tak Fung St, Two Harbourfront		
HandsOn, Tuen Mun		New Life Interactive Farm, 33 San Fuk Rd, Tuen Mun		
HandsOn, Tuen Mun	222	222	222	
HOC Test	123 Test	Hong Kong		
HOHK Central		Central		

Previous123Next

5. Returning to the Volunteer Opportunity form

Once you return back to the 'Volunteer Opportunity' form you will have just a few more fields to complete. These are highlighted below. You will then proceed to the next step by choosing "Next step".

Primary Impact Area *	
<div>Select Option</div>	
Population Served	Age Groups Served *
<div>Select options</div>	<div>1 Selected</div>
Minimum Age *	
<div>12</div>	
Maximum Attendance *	
<div>1</div>	

6. Creating a new service location—if needed

If you do need to create a new service location this is the stage where you will be prompted to do so.

Please bear in mind the details will appear exactly as they are inputted, so being descriptive and accurate in all fields in this page is essential (ie. volunteers will meet at MTR exit C in Tsim Sha Tsui). Also note you will not be able to change the location address after clicking “Next”.

Create Location

Location Name

Tai Po

Location Type

Address

Street Address *

66 Tai Po Road

City *

Hong Kong

Region

New Territories

Special Directions

Previous

Next

7. Specifying a time and date for your activity

Create Volunteer Opportunity - Date & Time Specific

You have the opportunity to create occurrences for this opportunity that are at various times or occur on a regular schedule (such as every Monday or 1st Saturday of the month).

Does this occur on a regular schedule?

☐ Yes

☒ No

No Regular Schedule

Start Date *

13/1/2021

Start Time *

9:00

End Time *

9:00

☐

Previous

Create

This page allows you to choose whether or not your Volunteer activity is a regular activity in our calendar, as well as start and finish times. For example an activity which should be held every Saturday 9am to 1pm.

8. Your request for the HandsOn calendar is submitted!

Volunteer Opportunity

[View Volunteer Opportunity on Public Site](#)[Back to List](#)

Opportunity Name	Walking and washing Stray Dogs
Schedule Type	Date & Time Specific
Registration Type	Sign Up
Default Opportunity Coordinator	Brian Lee
Primary Impact Area	Animal Welfare
Population Served	Animals
Age Groups Served	All ages
Minimum Age	16
Description	<ul style="list-style-type: none">- Taking Stray dogs for a walk to exercise them-Helping with bathing the dogs-Washing the kennels

After clicking “create” your volunteer activity request will be sent to the HandsOn team who will go through your application and, if needed, contact you for any additional information needed.

Within 2 working days you can expect to receive an email from us—with a link to your activity if no extra information is needed!


View of your posted activity through your NGO portal

9. See your program on the HandsOn calendar and share with your community!

Opportunity Details

Youth Empowered: Film a video greeting for an elderly living in care-home

Harmony Garden Lutheran Centre for the Elderly 路德會善終花園長者中心 |
"Jockey Club Community Sustainability Fund - Youth Empowered Project"
賽馬會社區持續發展基金 - 見「義」勇為青年義工計劃

Funded by: 捐助機構:
 香港賽馬會慈善信託基金
The Hong Kong Jockey Club Charities Trust

ISSUE AREAS
Assistance and Support for Elderly
POPULATION SERVED
Elderly
REQUIREMENTS
Age Minimum (with Adult): 13+, Minimum Age: 13+, Maximum Age: 17, Skills: Cantonese 廣東話

Description: Throughout the crisis, HandsOn volunteers have played an important role in providing emotional support and social connection to Hong Kong's isolated elderly—whose well-being has been at great risk throughout the crisis.

Our student leaders are on a mission to promote social connection and emotional well-being for the elderly and would like to invite volunteers and families to film a caring video message that can be shown to the resident of an elderly care home. These videos deliver greetings and encouragement and will be given as a gift to elderly. In a one-to-four minute video, volunteers are invited to introduce themselves and share words of season's greetings, warmth and positivity, letting the recipient know that the community cares about them.

Volunteer Roles:

- We will ask each volunteer to film a 1 to 4 minute video with a short self- introduction, greetings/blessings for the elderly and ending by sharing their blessings and good wishes. Volunteers are welcome to include a short story, poem, song or performance!
- Video format: mp4, m4v, mov, avi, wmv
- Please see an example and guidelines here: https://youtu.be/_GzqEJzDRkc
- By January 15th, 2020, HandOn team will send a link for participating volunteers to upload your videos. You will need to upload your videos to our drive by January 20th, 2020.
- The greeting videos will be sent to Pilot Scheme on Hong Kong Sheng Kung Hui Welfare Council Multi-disciplinary Outreaching Support Teams for the Elderly(Kowloon East)

All volunteers who attend this activity must be registered with HandsOn Hong Kong. If you wish to have a friend or family member join you on this activity, they must first register with Hands On and sign up for the activity.

Sign Up

WEDNESDAY, 20 JANUARY, 2021 FROM 9:00 - 10:00

Location: Virtual Volunteering, 網上

Volunteer Limit: 20 | Spots Remaining: 12

Registration is closed for this Volunteer Opportunity



***THANK YOU FOR WORKING HAND IN HAND WITH US TO
EMPOWER VOLUNTEERS AND SERVE HONG KONG!***





Tech support for Skills-based Volunteering

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