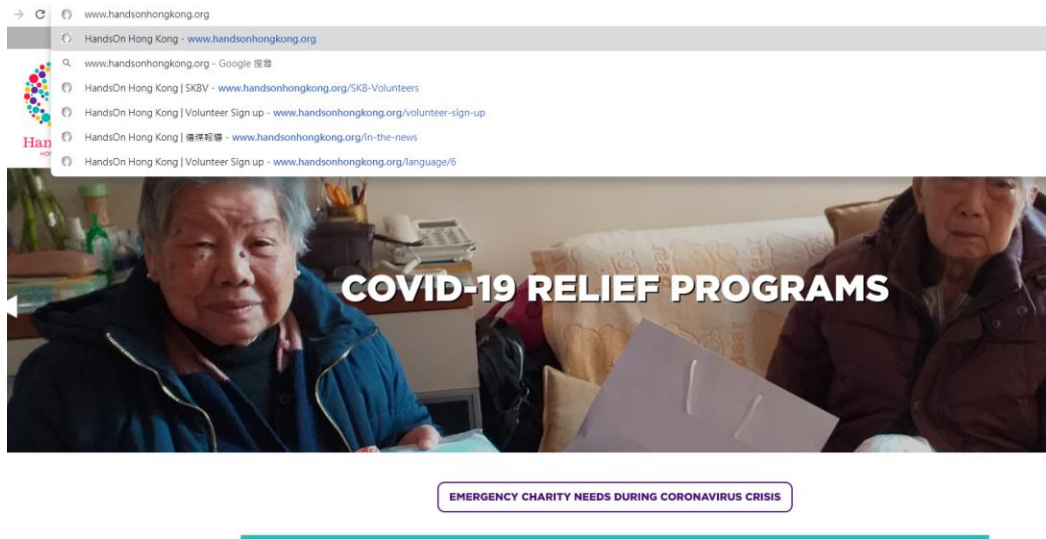


Volunteering with HandsOn

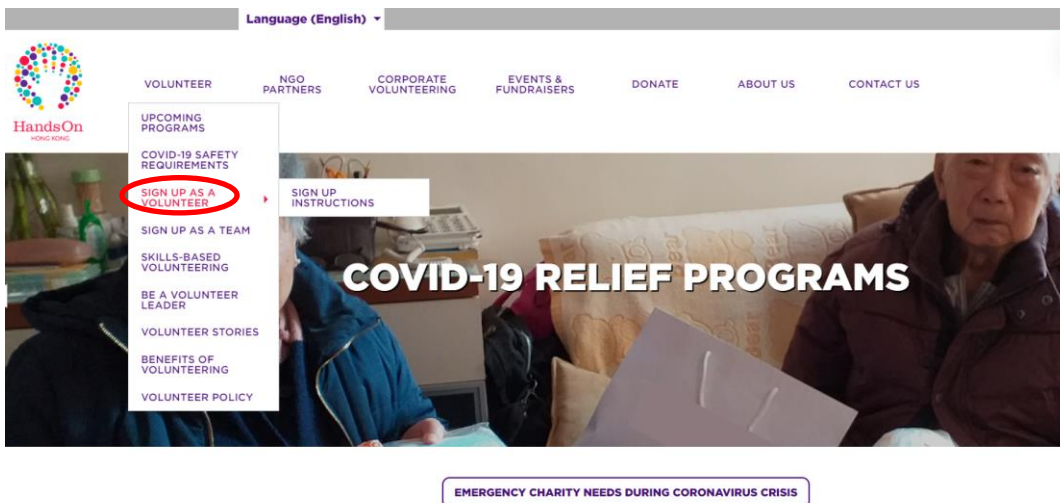
# GETTING STARTED



# THE HANDSON VOLUNTEER REGISTRATION PROCESS



- Visit HandsOn Hong Kong website:  
[www.handsonhongkong.org](http://www.handsonhongkong.org)



- Move the cursor to below sub-menu Volunteers
- Click on "Sign Up As A Volunteer"

# THE HANDSON VOLUNTEER REGISTRATION PROCESS

Language (English) ▾

 VOLUNTEER NGO PARTNERS CORPORATE VOLUNTEERING EVENTS & FUNDRAISERS DONATE ABOUT US CONTACT US

   [CALENDAR](#) [LOG IN](#)

## REGISTER FOR A VOLUNTEER ACCOUNT

To sign up for any of the volunteer activities on our public-service calendar, you'll need to create a HandsOn account. In preparation for the programs that you sign up for, you will receive email communication from HandsOn and we will provide your contact details to NGO service program organizers and Volunteer Leaders running the activity (see our Privacy Policy [here](#)). Complete the form below to get started!

Register with ...



### BASIC INFO

First Name \*

Last Name \*

Date of Birth \*

### CONTACT INFO

Home Street

Home City

- Please fill in the information under the page “Register For A Volunteer Account” Page. Those with \* must be filled (E.g. Date of Birth).
- For safety, legal and reporting reasons, please ensure the following fields are completed:
  - First Name and Last Name
  - Date of Birth
  - Mobile Phone
  - Employer  
(please fill in your company name; check with your CSR colleagues on the exact name to type)
  - Gender
  - HKID first four digits, e.g. 1234Click “Submit” to complete the registration

# THE HANDSON VOLUNTEER REGISTRATION PROCESS

**DEMOGRAPHIC AND VOLUNTEER OPTIONS** \* Required

Gender \*  
Male

Employment Status  
Select One

How did you hear about us?  
Select One

Educational Level  
Select One

Do you consider yourself a person with a disability.  
Yes ☐ No ☐

**VOLUNTEER AVAILABILITY**

	S	M	T	W	T	F	S
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**VOLUNTEER INTERESTS**

Before you go on, have you agreed above to receiving communications from HandsOn? This ensures that you receive volunteer opportunities from us—all of which support the needs of Hong Kong charities.

To protect your account security, click [here](#) for tips on creating a secure password.

Next >



- Please fill in the information under the page “Register For A Volunteer Account” Page. Those with **\*** must be filled (E.g. Gender).
- Click “Next” to next page of the registration process

# THE HANDSON VOLUNTEER REGISTRATION PROCESS

23. If Volunteers are absent without an early notification, it will be considered a no show.

24. Upon 3 no shows and/or late arrival, HandsOn Hong Kong has the discretion not to allow the Volunteer to volunteer through HandsOn Hong Kong again.

By signing up as a HandsOn Hong Kong volunteer, you consent to sharing personal information that will allow our team to contact you in preparation for the service programs you sign up for. We will also provide your details to NGO service program organizers and/or HandsOn Volunteer Leaders ahead of your activity.

By continuing with this registration process you are indicating your acceptance of HandsOn Hong Kong's Volunteer Policy and also our Code of Conduct.

I have read, understood, and agree to abide by ☒ this Code throughout my volunteering services.

Full Name \* David Li Wai Man

*By typing name here it substitutes for electronic signature*

Please provide the first four digits of your Hong Kong Permanent Identity card number. Any person as a visitor in Hong Kong who wishes to volunteer needs to check with Hong Kong Immigration Department to avoid breaching the conditions of stay.

Identity card number \* 1234

< Back

Finish >



## SUCCESS!

Thank you for registering with HandsOn Hong Kong—you are nearly ready to volunteer!

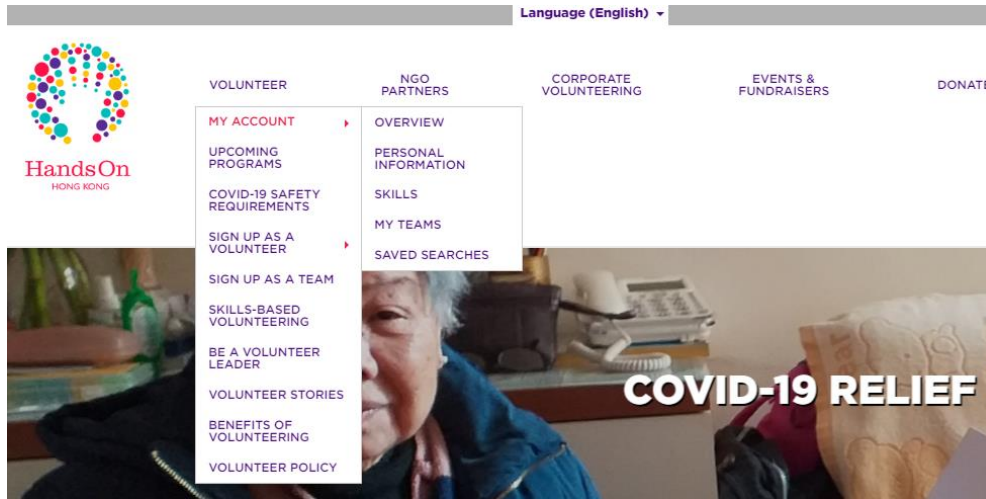
Before getting started please update your Skills Page [here](#). It is essential that you include which languages you speak as this may impact which programs you can support. This also ensures we are aware of any special skills you may be able to bring to service programs.

You can then visit our calendar to begin volunteering. Just select the name of the activity you're interested in to learn more, and register using the 'Sign up' or 'Sign up with a team' button.



- Please indicate your acceptance of HandsOn Hong Kong's Volunteer Policy and Code of Conduct by clicking the checkbox and filling in the information including "Full Name" and "identity card number"(first four digits of you Hong Kong identity card number). Both information must be filled.
- Click "Finish" to complete the registration
- A "SUCCESS" page will pop up if the registration is complete

# THE HANDSON VOLUNTEER REGISTRATION PROCESS



- Move the cursor to “Volunteer > My Account”; you will find a drop-down menu, where you can:
    - View your Volunteer Record in “Overview”
    - Edit your profile in “Personal Information”
    - Add in skills in “Skills”
- \*\*\*This is important if you sign up to volunteer activities with requirements such as language proficiency

# THE HANDSON ACTIVITY SIGN UP PROCESS



- Click “Calendar”, it will bring you to the online calendar

## Volunteer Opportunity Calendar

The calendar below makes it easy to find opportunities and events that are scheduled for a specific day and time. We run up to 150 programs on this calendar each month as a free public service—at no cost to our NGO partners or volunteers. Click [here](#) to see the calendar in grid format. **Please be sure to clear your filter after searching.**

\* Click [here](#) to see Volunteer Opportunities without specific language requirements.

COLOR KEY:

■ Volunteer Opportunities

■ Already Filled

BASIC SEARCH AND SEARCH OPTIONS



August 2020

Month Week Day

< > Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
09:00 am Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]	02:00 pm COVID-19 Relief: Help repackaging masks for homeless people	07:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Sham Shui Po	07:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Fortress Hill	06:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Tai Kok Tsui	10:00 am Pre-recorded virtual storytelling for hospitalized children (Cantonese)	09:00 am Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]
09:00 am Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]	06:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Yau Ma Tei		07:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Kwun Tong	08:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Sham Shui Po	10:00 am Pre-recorded virtual storytelling for hospitalized children (English)	02:30 pm Training session: Phone call support for the elderly (COVID-19 crisis relief)
	08:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Tai Kok Tsui		07:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Mong Kok	08:00 pm Youth Opportunity: Deliver Daily Necessities and Warmth to Homeless in CWB	10:00 am Pre-recorded virtual storytelling for hospitalized children (Mandarin)	04:00 pm Family Opportunity: Deliver Daily Necessities and Warmth to Homeless in YMT

# THE HANDSON ACTIVITY SIGN UP PROCESS

16		19	20	21	22
<b>Family Opportunity: Soap Recycling</b> <b>Soap Recycling 再思福</b> Description: At this event you will help to prepare soap donated by hotels for recycling and distribution to underprivileged families and schools in disadvantaged communities around the world, parti... <b>10:00 - 12:00</b> Spots Remaining: 21 Managed By: HandsOn Hong Kong 麥手 · 香港		08:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Wan Chai	06:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Tai Kok Tsui	01:00 pm Youth opportunity: Help at Fun English Class in Sha Tin	09:00 am Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]
10:00 am Family Opportunity: Soap Recycling		7:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Kwun Tong	08:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Sham Shui Po	08:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Fortress Hill	10:00 am Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]
10:30 am Family Opportunity: Deliver Daily Necessities to Homeless People in Tai Kok Tsui	08:00 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Tai Kok Tsui	07:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Mong Kok	08:00 pm Youth Opportunity: Deliver Daily Necessities and Warmth to Homeless in CWB		04:00 pm Family Opportunity: Deliver Daily Necessities and Warmth to Homeless in YMT
01:30 pm Family Opportunity: Soap Recycling		08:30 pm Youth Opportunity: Deliver Necessities and Warmth to Homeless in Wan Chai			

- The calendar will show the volunteer activities on each day.
- Click on the activity that you are interested to sign up  
 \*\*\*Activities shown in purple colors are available, while in black are closed/full.

Please note that given the current COVID-19 situation, Soap Cycling does not accept kids younger than 10 years-old.

Sessions will be canceled in the short time due to availability of the schedule as well as the sign up numbers (Min 5).

\*Please read the safety guidelines before you register to this event.\*

<https://www.dropbox.com/s/hg3onf1kmm3fuc/SC%20Volunteer%20Guidelines%202018.03.docx?dl=0>

- In the sign up page, click "Sign Up" button

## Sign Up

**SUNDAY, 16 AUGUST, 2020 FROM 10:00 - 12:00**

**Location:** Kwai Chung, 葵涌

**Volunteer Limit:** 30 | **Spots Remaining:** 22

Full opportunity address and directions will be sent to you by e-mail after you sign up.

**SIGN UP** | Sign up with a team ?

# THE HANDSON ACTIVITY SIGN UP PROCESS

## Success!

You are signed up and scheduled to attend this opportunity. You will soon receive a confirmation email that will include additional information about your project including project address, driving directions, and contact information for the coordinator of this opportunity.

If you cannot attend, let us know ahead of time by logging into your account and removing yourself from the opportunity so other volunteers can sign up and take your place.

**Opportunity Details:** Family Opportunity: Soap Recycling on Sunday, August 16, 2020 from 10:00 AM - 12:00 PM [Add to Calendar](#)

[Sign Up for another opportunity](#)



POINTS  
OF LIGHT



Charity listed on  
**WiseGiving**

惠施 · 慈善機構



- *It will pop up a “Success” page to confirm your sign up*

# THE HANDSON ACTIVITY SIGN UP PROCESS



Dear David Li,

Thank you for signing up to volunteer with HandsOn Hong Kong on the following activity:

**Volunteer Opportunity:** Family Opportunity: Soap Recycling

**Start Date & Time:** 16/8/2020, 10:00 am

**End Date & Time:** 16/8/2020, 12:00 pm

This email serves as your sign-up confirmation. You will also receive a **service reminder email 1-2 day(s) prior to the activity**, which will include the details of the service, directions to the activity and the name and contact number of your HandsOn Volunteer Leader. In preparation for your service program, your details will be provided to the NGO program organizer and Volunteer Leader ahead of the activity.

- *In your email inbox, you should also receive a confirmation email.  
\*\*\*Please be sure to remove yourself under "Account > Overview" if you are unable to attend the volunteer activity. This is to release your spot for potential volunteers on a waitlist.*

# THE HANDSON ACTIVITY SIGN UP PROCESS — WAITING LIST

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, 12 AUGUST, 2020 FROM 19:00 - 20:30

Location: Kwun Tong Public Pier, 觀塘公眾碼頭

Volunteer Limit: 3 | Spots Remaining: 0

Full opportunity address and directions will be sent to you by e-mail after you sign up.

**ADD TO WAITING LIST**

Currently full. Click the button above to be added to the waiting list and get notified if space becomes available.

- *If the activity that you are interested to sign up is full, you may also click “Add To Waiting List” button*

## Success!

You have been placed on the waiting list. If additional space becomes available you will receive email notification that there is now space available. Additional slots for volunteers will be filled on a first-come, first served basis

**Opportunity Details:** Youth Opportunity: Deliver Necessities and Warmth to Homeless in Kwun Tong on Wednesday, August 12, 2020 from 7:00 PM - 8:30 PM



POINTS  
OF LIGHT



Charity listed on  
**WiseGiving**  
惠施 · 慈善機構



- *It will pop up a “Success” page to notify you are on the waiting list now*

# THE HANDSON ACTIVITY SIGN UP PROCESS — WAITING LIST



**HandsOn**  
HONG KONG

Dear David Li,

We are pleased to inform you that space is now available for the following volunteer opportunity where you were previously placed on the waitlist:

**Volunteer Opportunity:** Enjoy a day out with Students with Intellectual Disabilities at Tai O

**Start Date & Time:** 20/4/2019, 9:30 AM

When you last looked at the calendar, this opportunity had reached capacity and you asked to be notified if space for additional volunteers became available.

**Good news!** One or more volunteers have removed themselves from this opportunity and there is now limited space for additional volunteers.

If you are still available and interested in volunteering, please click on the link below to log in and claim one of the remaining spaces. These available spaces will be filled on a first-come, first-served basis so we encourage

- *You will receive an email when space is available. Follow the instructions in the email and sign up for the activity.*

*\*\*\*Please be sure to remove yourself under “Account > Overview” if you are unable to attend the volunteer activity. This is to release your spot for potential volunteers on a waitlist.*