


## How to register to volunteer for RBC Race for the Kids with MyVolunteer Page:

1. Follow the link provided in the email to take you to this page:



HOSPITAL FOUNDATION RESEARCH

### VOLUNTEER APPLICATION

#### Application Form - BC Children's Hospital Foundation

**Organization Policies**

1) Eligible volunteers must be a minimum of 16 years of age. Volunteers between the ages of 16 to 18 are required to provide a signed consent form from a parent or guardian. Those interested in volunteering who are under the age of 16 must be accompanied by a parent or guardian when volunteering, and must also provide a signed consent form from a parent or guardian.

2) I agree that BC Children's Hospital Foundation, its Board Members, employees, guests and fellow volunteers are not responsible and are released from any claim we might have for any loss, damage, harm, injury, cost or expense that my child/dependent might suffer or incur before, during or after volunteering at BC Children's Hospital Foundation.

3) I acknowledge that I have read and understand BC Children's Hospital Foundation's privacy policy\*. I understand that all personal information regarding donors, volunteers and staff to which I may have access or learn about through my volunteer activities is subject to the provisions of the **Personal Information Protection Act (PIPA)**. Such information is strictly confidential and is not to be altered, copied or transmitted or disclosed in any manner except upon authorization and in accordance with Foundation policy.

4) I will take reasonable care to properly secure any personal information entrusted to me and to properly dispose of such information when no longer required.

5) I agree that I will at no time use or disclose or divulge any confidential personal information for my personal gain or for the benefit of others.

6) I acknowledge that failure to observe the Foundation's privacy policy may result in serious negative consequences to the Foundation's reputation and fundraising efforts, and may result in legal action under PIPA.

7) I further hereby grant full permission to BC Children's Hospital Foundation and/or agents authorized by them, to use any photographs, videotapes, motion pictures, recordings, or any other record events, of me, for any legitimate purpose, without any compensation to me.

8) I understand that my pledge is effective throughout the duration of and after my association with BC Children's Hospital Foundation.

\*Please refer to the Foundation's full privacy policy on our website: <http://www.bccfh.ca/privacy-policy/>. A hard copy of the policy will be provided upon request.

\*\*Please note BC Children's Hospital Foundation's age requirements for volunteering. We do require volunteers under the age of 18 to have a parent or guardian sign a consent form. Additionally, all volunteers under the age of 16 are required to have a parent or guardian present when volunteering. If these requirements are applicable to you, please have a parent or guardian complete the consent form found [here](#) and email it back to [donorservices@bccfh.ca](mailto:donorservices@bccfh.ca).

**I am new to MyImpactPage.com**

**I already have a username**

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

**Username**

**Email Address**

**Verify Email Address**

I agree with the organization's policies

**Username**

**Password**

[Forgot your username or password?](#)

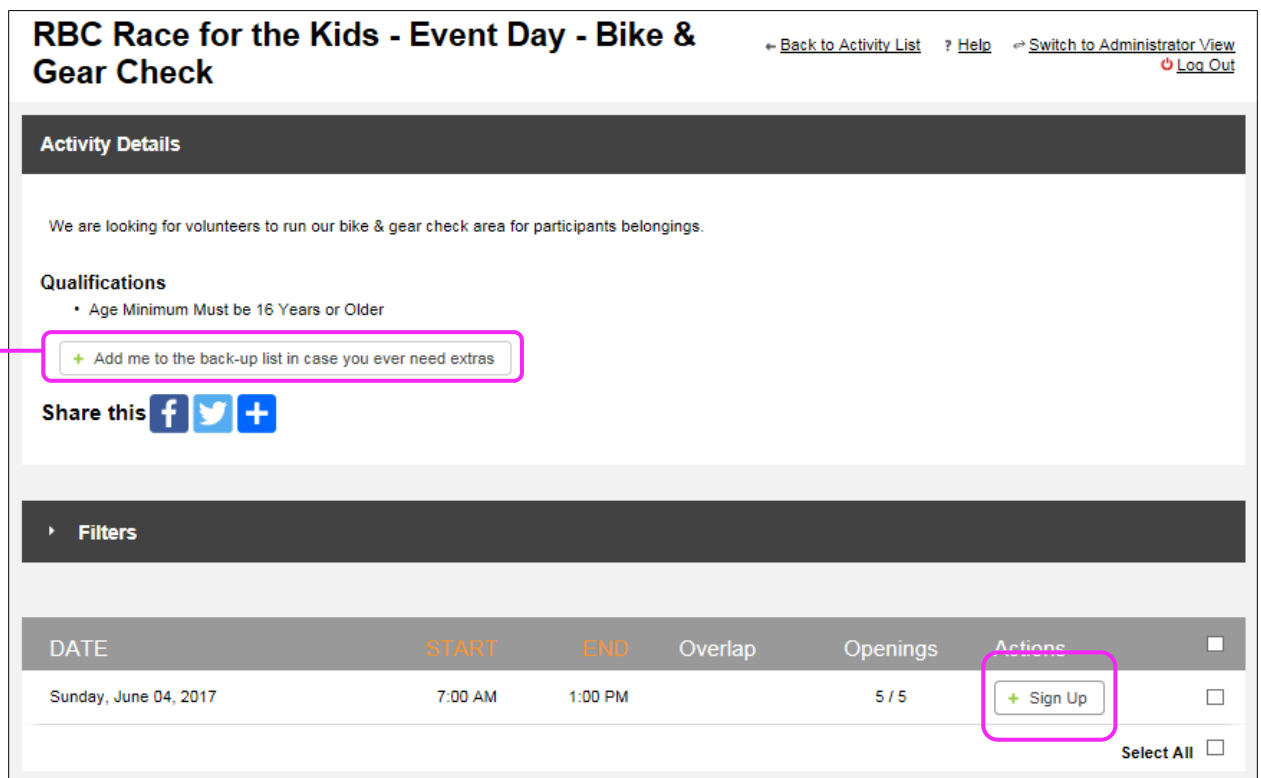
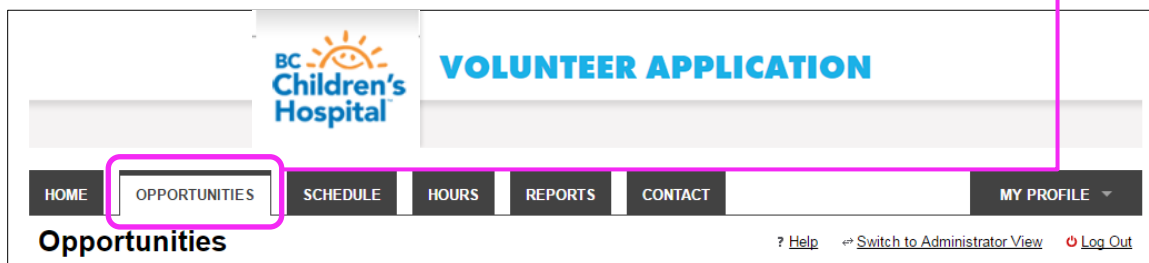
I agree with the organization's policies

Already use MyImpactPage.com to volunteer with this organization?  
[Go to volunteer login](#)

2. If you already have a MyVolunteerPage account, fill in your username and password on the right hand side to start applying for shifts (skip to step 4)

If you're new to MyVolunteerPage, please create a username and enter in your email address to get started. Be sure to read over our organization's policies before proceeding.

3. Once you've successfully created an account, make sure to log back into your account to sign up for specific roles and shifts.
4. **Signing up for volunteer shifts** – click on the Opportunities tab on your volunteer homepage
  - Available pre-event, setup and run day shifts and roles will be listed on this page
  - Select a shift from the list



Questions? Email [rftkvolunteers@gmail.com](mailto:rftkvolunteers@gmail.com)

- Click the sign up box beside your preferred shift/role. It is not necessary to 'confirm' the shift at this time, but if you do that's fine too.

Thank you for signing up. You have been automatically assigned! Please confirm your new assignment(s) below. ✕

This means your preference for this specific shift has been received. Once you've signed up for the shifts, our Volunteer Coordinators will confirm your role and provide an event package closer to event day. You will receive a notification on your Volunteer Homepage and via email with your schedule once your shift(s) is/are scheduled.

- If a shift is full, you can add your names to the back-up list if we have any cancellations and need to fill that spot
- If you can no longer make the shift or your schedule has since changed, you can login and 'Withdraw' your selection at any time.

DATE	START TIME	END TIME	Overlap	Openings	Actions
Saturday, June 04, 2016	11:45 AM	5:30 PM	Overlap	10 / 10	✕ Withdraw



You're all set if you've completed the above steps. You can close the browser at this time. Our Volunteer Coordinators will follow-up two weeks prior to run day with your assignment.

- Click on the 'Schedule' tab to view a summary of your requested shifts.

5. **Two weeks prior to run day, roles will assigned by the Volunteer Coordinators for you to login and confirm:**
  - You should receive an email notification once you've been assigned a role. Alternatively login to your page prior to run day to view your assigned shifts.
  - Click on 'Go to Schedule' to confirm your shifts
  - Make sure to review event documents (general event info, maps, etc.) prior to run day, and it's recommended you print a copy for yourself.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT

### Home

Welcome  
**Sarah Luong**  
[Edit](#)

**VOLUNTEER HOURS**

This Week	This Month	This Year
0.0	0.0	44.3

You have upcoming shifts that need to be confirmed!

[Go to Schedule](#)

**Upcoming Shifts**

**Staff Shifts - April 2016 Staff Schedule**  
Monday, April 04, 2016 5:00 PM - 10:00 PM

**Staff Shifts - April 2016 Staff Schedule**  
Saturday, April 09, 2016 4:30 PM - 10:00 PM

**Staff Shifts - April 2016 Staff Schedule**  
Tuesday, April 12, 2016 5:00 PM - 7:30 PM

ACTIVITY	DATE	START	END	ACTIONS
Staff Shifts - April 2016 Staff Schedule	Mon 4/4/2016	5:00 PM	10:00 PM	<a href="#">Confirm</a> <a href="#">Decline</a>

Click on this icon to add your shift to your personal calendar

## A Guide through your Volunteer Homepage

### Opportunities Tab

- View all open volunteer opportunities and sign-up where you're available

### Schedule Tab

- View all opportunities that you've signed up for
- Here you'll be able to indicate shifts you're not long to make
- You can also view your schedule in a monthly calendar format or export it and print it out
- Subscribe to weekly email schedule reminders to make sure you attend your scheduled shift.**

**Scheduled Activities**

FILTER From 06/04/2016 To 06/05/2016 [Filter Shifts](#)

**WEEKLY EMAIL SCHEDULE REMINDER** [Subscribe](#)

### My Profile Tab

- Update your personal information
- Change your password
- Update your general availability
- View all organizations you've volunteered with using MyVolunteerPage