

## Volunteer Guide to the Portal

### Overview: What can you do inside the portal?

- Keep your profile up to date and change your password
- Complete your annual update to state interest in continuing or finishing as a volunteer
- Log (and edit) your activities as a Let's Talk Science volunteer
- View educator feedback on your activities
- Search for activity ideas in the Hands-on activity database (and add your own!)
- Access other volunteer resources

### Creating an account

1. Go to <http://volunteer.letstalkscience.ca/>
2. Click on *Register for an account here* and click *Volunteer (Past or Present)*
3. Fill out all fields

Notes:

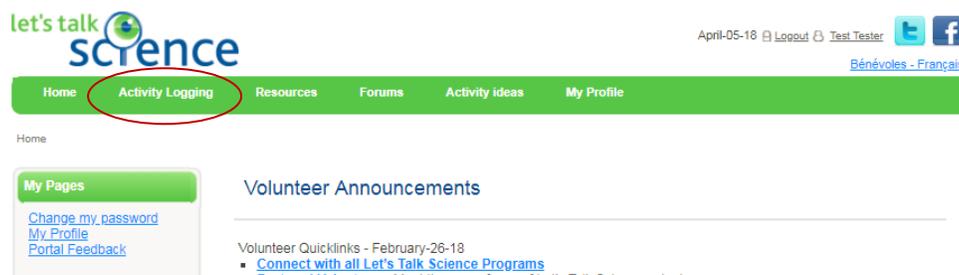
- When you are asked *What best describes you?* **select the first option:** *"I am a student or faculty at a university of college and I want to join an existing Let's Talk Science Outreach site (student group at a university or college) for in-person and/or online volunteering."*
- Your account will be authorized shortly by a coordinator at your site. Until authorized, you will not be able to login.
- If your registration is not submitting correctly, please check for any warnings appearing at the bottom of the screen, for example if you missed a field.

You can always update your profile by clicking on *"My Profile"* on the portal.

### Overview of Activity Logging

All Let's Talk Science Outreach activities must be logged on the portal. Not only does this provide valuable data and the opportunity for you and educators to provide feedback, it is a permanent record of your activities as a volunteer. When you need a reference or proof of your involvement with Let's Talk Science, these records will be accessed.

To log your activity, log into the portal and click *"Activity Logging"* on the top menu.

A screenshot of the Let's Talk Science volunteer portal. At the top left is the logo. To the right of the logo, the date 'April-05-18' is displayed, along with 'Logout' and 'Test Tester' links, and social media icons for Twitter and Facebook. Below this is a green navigation bar with the following menu items: 'Home', 'Activity Logging' (circled in red), 'Resources', 'Forums', 'Activity ideas', and 'My Profile'. Below the navigation bar, the page content is divided into two columns. The left column has a 'Home' heading and a 'My Pages' section with links for 'Change my password', 'My Profile', and 'Portal Feedback'. The right column has a 'Volunteer Announcements' heading and a 'Volunteer Quicklinks' section with a date 'February-26-18' and a link for 'Connect with all Let's Talk Science Programs'.

There are two options for logging Outreach Volunteer Hours (as well as an option to log CurioCity volunteer hours). Choose the option that best fits your volunteering activity:



- Log an activity
- Log non-activity hours



- Log hours

Your Activities [\(show/hide\)](#)

“Log an Activity” is used for logging outreach to youth/public, including time spent preparing for and travelling to/from the activity. These types of activities include:

- In-class or community group visits
- Community events (ie, a booth at a festival/farmer’s market/mall/etc)
- On-campus tours, events and visits
- Judging Science Fairs

“Log non-activity hours” is used for logging volunteer time spent on tasks other than those connected to a specific outreach event. Some examples of non-activity volunteer hours are:

- Assisting with coordinator or administrative tasks (such as managing social media, sorting and managing files, organizing a volunteer committee or staffing a volunteer recruitment booth)
- Designing and building new kits (not for a specific activity but for the Outreach site in general)
- General kit or activity maintenance (for example, getting kits ready for the start of the school year)

There is also a “Your Activities” listing beneath the logging form. Click “show/hide” to display (or hide) a listing of all the activities that your volunteer account has been connected to, even those that you have not personally logged. It’s a good idea to check this list before logging an activity that involved more than 1 volunteer, as it’s possible that it has already been logged. Feel free to add details to any log.

Your Activities [\(show/hide\)](#)

Name	Type of Activity	Date	Log Status	Actions
Testing stuff	Hands on science	2017-08-16T17:00:00	In Progress	 
Testing	Hands on science	2017-08-15T14:00:00	Complete	 
Testing 2	Hands on science	2017-08-15T14:00:00	Complete	 
Testing 2	Hands on science	2017-08-15T14:00:00	Complete	 

Click on an activity to edit

“In Progress” activity logs have been saved but not submitted with the final details of the activity. Be sure to finalize and submit activity logs once all information has been added.

Copy tool (create a new activity log based on an existing one)

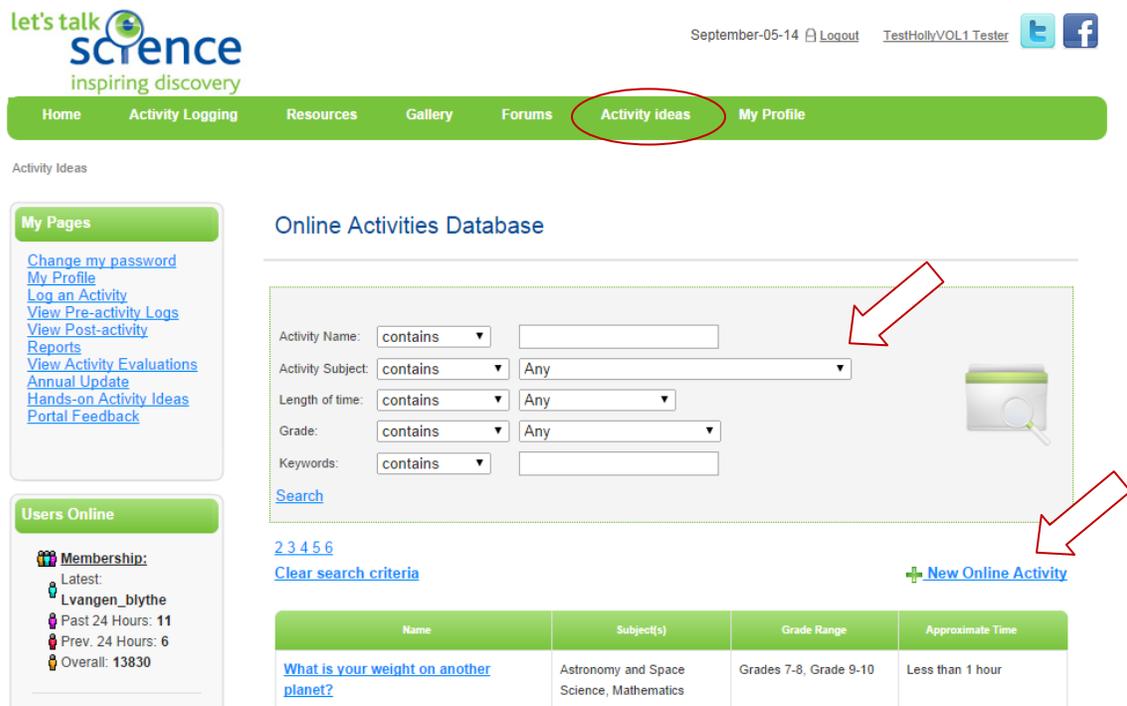
### **Activity Logging Tips**

- Each workshop or activity should be logged individually (for example, if you did 3 sessions of a Matter Matters workshop at the same school, you would log 3 individual activities)
- When multiple volunteers are leading the same activity, only one volunteer needs to log the activity, adding the other volunteers when they do so. If volunteering with others, it's a good idea to confirm who will log the activity for the group while at the event.
- If a field on the form has a  symbol next to it, click it for additional hints on how to complete the field.
- If you are unable to locate a school, educator or volunteer when typing the names, try checking the spelling or using a subset of the name (for example, a unique part of a school name, or a last name instead of a first name)
  - If you are still not able to locate a school or educator in the list, click the  symbol next to the field to add them to the system.
- If you select “yes” to “*Notify Educators?*” an automatic email will be sent to the selected educator requesting feedback on the activity. In general, this should be done for most events.
  - If you are editing an activity and do not want an email sent to the educator, be sure to select “no”
  - If an educator has submitted an evaluation for your activities in their classroom/community group, you can see what they have said by clicking the “*View Activity Evaluations*” in the left menu on the homepage. Click the activity name to view the Educator’s comments
- At any point you can click “*Save Progress*” at the bottom of the form to save what you have completed so far to come back to at a later time (for example, if you need to pause part way through completing the form, or you need to check on some details of the activity). Saving progress does not check for required fields and does not add the activity to the final database. Please ensure you come back to the activity, add any remaining information and click “*Finalize and Submit*” to ensure the activity is added to the database (Note: You are still able to edit finalized activities if you need to).

If you run into issues, can't find a fellow volunteer in the system, or have questions about how to log any activities, please contact your local Site coordinator for guidance. There is also a Quick Reference sheet at the end of this guide.

## Hands-on Activity Database

If you are looking for ideas for hands-on activities (whether in the classroom, at a community event, etc.), the Hands-on Activity Database is the place to look! Click on *Activity Ideas* on the top bar menu and simply enter any relevant search criteria – subject, length of time, grade level, keywords. This database has been populated by volunteers and coordinators like you! If you have a great activity to share, click *New Online Activity* to submit your activity. The activity is subject to review and approval before it will show up on the listing.



September-05-14 [Logout](#) [TestHolly/VOL1 Tester](#) [t](#) [f](#)

Home Activity Logging Resources Gallery Forums **Activity ideas** My Profile

Activity Ideas

**My Pages**

- [Change my password](#)
- [My Profile](#)
- [Log an Activity](#)
- [View Pre-activity Logs](#)
- [View Post-activity Reports](#)
- [View Activity Evaluations](#)
- [Annual Update](#)
- [Hands-on Activity Ideas](#)
- [Portal Feedback](#)

**Users Online**

**Membership:**

- Latest:
- [Lvangen\\_blythe](#)
- Past 24 Hours: 11
- Prev. 24 Hours: 6
- Overall: 13830

### Online Activities Database

Activity Name: contains

Activity Subject: contains  Any

Length of time: contains  Any

Grade: contains  Any

Keywords: contains

[Search](#)

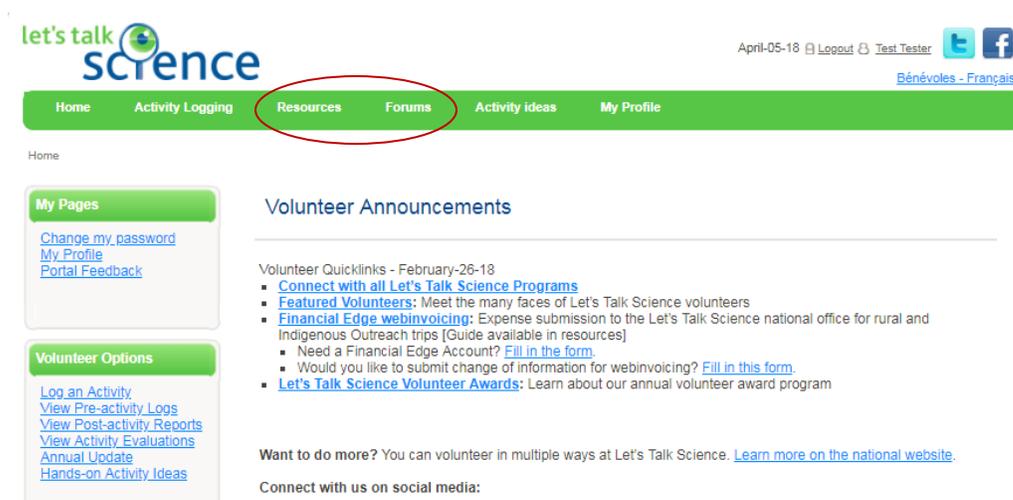
[2](#) [3](#) [4](#) [5](#) [6](#)

[Clear search criteria](#) [+ New Online Activity](#)

Name	Subject(s)	Grade Range	Approximate Time
<a href="#">What is your weight on another planet?</a>	Astronomy and Space Science, Mathematics	Grades 7-8, Grade 9-10	Less than 1 hour

## Accessing resources

You can also access additional volunteer resources (for example, copies of Let's Talk Science's policies, manuals for workshop kits and manuals for outreach), as well as a forum option in the corresponding sections of the top bar menu.



April-05-18 [Logout](#) [Test Tester](#) [t](#) [f](#)

[Bénévoles - Français](#)

Home Activity Logging **Resources** Forums Activity ideas My Profile

Home

**My Pages**

- [Change my password](#)
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**Volunteer Options**

- [Log an Activity](#)
- [View Pre-activity Logs](#)
- [View Post-activity Reports](#)
- [View Activity Evaluations](#)
- [Annual Update](#)
- [Hands-on Activity Ideas](#)

### Volunteer Announcements

Volunteer Quicklinks - February-26-18

- [Connect with all Let's Talk Science Programs](#)
- [Featured Volunteers:](#) Meet the many faces of Let's Talk Science volunteers
- [Financial Edge webinvoicing:](#) Expense submission to the Let's Talk Science national office for rural and Indigenous Outreach trips [Guide available in resources]
  - Need a Financial Edge Account? [Fill in the form.](#)
  - Would you like to submit change of information for webinvoicing? [Fill in this form.](#)
- [Let's Talk Science Volunteer Awards:](#) Learn about our annual volunteer award program

Want to do more? You can volunteer in multiple ways at Let's Talk Science. [Learn more on the national website.](#)

Connect with us on social media:



### **Additional Guidelines for Logging Activities**

*Please use these to help you decide the best way to log your activity or event. These are guidelines only and will not apply to every case. Activity logging is not about a 'numbers race', but is about ensuring the information is being captured as detailed, accurately and consistently as possible.*

#### **When to log as a **single activity****

- One activity, or one theme for all activities
- ALL participants are engaged in ALL activities being offered

Examples of single activity logs:

- Classroom visit
- Science Fair booth, mentoring or judging
- Activity booth, e.g. all chemistry-themed activities
- Let's Talk Science Challenge competition part (quiz show & design challenge are logged together)
- High School Symposium
- On-campus event that requires pre-registration and most kids do all activities (i.e. School of Witchcraft & Wizardry)

#### **When to log as **multiple activities****

- Multiple activity stations covering different topics, and independent from each other (for different age groups or in different locations)
- Participants have a CHOICE as to which activities they do
- Multi-day events, like summer camps (each day should be a separate log)

Examples of events that would be logged as multiple activities:

- Activity booth with multiple stations covering different science topics, students choose which they take part in
- A few different booths at a festival, kids may visit one or both
- Let's Talk Science Challenge funhouse – only if students have a CHOICE as to what activities they participate in
- On-campus drop-in event with multiple activities stations or stations targeting different age groups

#### **Logging Volunteer Hours**

- *Prep time* includes any time spent reviewing activities and/or physically putting kits together for an upcoming outreach activity
  - It can include travel time to get to activity
  - For overnight trips, only count time spent on activity prep (i.e. not sleeping time or 'free' time)
- *Delivery time* includes anytime spent actually delivering activities with youth



In general, if your volunteers are directly involved in developing content for an activity or event, their hours should be captured in the portal, and if they are delivering content their reach numbers should also be captured.

If you are partnered with a faculty member or someone outside of your university/college who runs outreach events on their own, please be sure they are registered as a volunteer under your site or as a **professional volunteer** and that their hours and reach numbers are being logged.

*Note: A professional volunteer is anyone who is not enrolled as a student at your Outreach site; they could be a scientist, engineer or other industry or academic professional. In most cases, we will connect them directly with your site. You can treat them the same as all other volunteers (they receive the same Volunteer Training, communications and opportunities to volunteer at your site). In some cases, a professional volunteer may be looking for very specific volunteer opportunities with Let's Talk Science and does not want to be included in your regular volunteer communications (for example, they may only want to volunteer for symposia or the Let's Talk Science Challenge).*

When logging your activities, or providing your volunteers with instructions, please consider the following:

- *Am I being consistent with how I am logging my activities?*
- *Am I capturing the unique number of youth?*
- *Am I capturing the impact? If the kids have a choice and do more than one activity, we want to capture that through multiple activity logs.*
- *Am I inflating the number of activities, youth or volunteer hours?*
- *Is the correct school linked to the activity to ensure an accurate community name, demographics, FNMI status and language?*
- *Is any information regarding activity topics, locations or age groups being lost if you log the activities as one event?*