HOW TO USE SPARK – Welcoming Syrian Refugees

What is SPARK Ontario?

SPARK Ontario is a bilingual online volunteering platform that motivates, inspires and celebrates volunteering in Ontario. By posting your volunteer opportunities on SPARK, you can make sure volunteers know what skills you're looking for and what experiences are available.

Steps to posting your volunteering opportunities on SPARK

1. **Join SPARK.** Click the "Join" link at the top right of the homepage: www.findmyspark.ca and select "Organization."
    a. **Add your organizational profile.** This is your chance to provide details about your organization's work and mission. Have your charitable or non-profit registration number and an electronic copy of your logo handy.
    b. **Declare your key contact**. Be sure to include contact information for the person who will receive and respond to volunteering inquiries directly, rather than using the general email address for your organization.
    c. **Ensure you respond to volunteer inquiries in as timely a way as possible**. We know Ontarians will appreciate it!
2. **Add volunteer opportunities.** After you have completed your organizational profile, you will see a page where you can add your volunteering opportunities. Be sure to:
    a. **Use the "welcoming Syrian refugees" tag** to ensure your opportunity will be found by those specifically searching SPARK Ontario for ways to help. You can also add other applicable areas of interest to your posting.
    b. **Add an impact statement** so potential volunteers understand how their efforts can make a difference.
    c. **Attach a picture**. Images help demonstrate the impact volunteering has on your organization's work.
3. **Post a story**. When you create your profile, you will be invited to share your stories of volunteer impact. You can always add stories at a later time. This is a great way to recognize a passionate volunteer and give potential volunteers further incentive to get in touch with you.

We can help

The team at SPARK Ontario is here to help, so don't hesitate to send us an email at info@sparkontario.ca for help joining, posting, finding pictures or telling your story. We want to support and celebrate your efforts to create welcoming communities for Syrian refugees. Thank you for the great and inspirational work that you do.