



VOLUNTEERING



PORTFOLIO CHECKLIST

☐

In your Education Planner Account go to [Home > Portfolios > +Add Portfolio](#), Title: Volunteering Portfolio

☐

Add an avatar and banner image to the portfolio

☐

Reflect on what volunteering means to you. [+Add Box > Add Journal > Title: Journal #1](#). Write 3-5 sentences using the following prompts:



- What is volunteering?
- Why is volunteering important?
- What are the benefits of volunteering?

☐

INTEREST SURVEY

Before you begin volunteering, complete the Who Am I Interest survey, if you haven't already this year, and add the results report to your portfolio.* Include a reflection.



Reflection prompt ideas:

Do you agree with the description of your interest type? What are some volunteer opportunities you are considering? How do they relate to your interests? List three skills you'd like to develop during volunteering.

*To add your results to your portfolio, go to your [Volunteering Portfolio > +Add Box > Add from myBlueprint > Who Am I](#) and click the survey result you would like to add



VOLUNTEERING



PORTFOLIO CHECKLIST



KNOWLEDGE SURVEY

Complete the Who Am I knowledge survey, if you haven't already this year, and add the results report to your portfolio. Include a reflection.



Reflection prompt ideas:

What are your top subject areas? What is your Career Cluster? What are some of the things someone in this Career Cluster would enjoy? Is it suited to your interests?



Decide on the volunteering opportunity you would like to pursue (either as a class, or independently). [+Add Box > Add Journal > Title: Journal #2](#). Write 3-5 sentences using the following prompts:



- Where would you like to volunteer?
- Why did you choose this volunteering opportunity?
- What are the health/safety considerations or workplace hazards you need to keep in mind for this opportunity?



GOAL SETTING

From the left-hand navigation menu go to [Home > Goals > +Add Goal](#). Set a goal for your planned volunteering opportunity with 3 tasks. Add your goal to your portfolio. (Click the ellipses at the top right of your goal, click [Add to Portfolio](#)).



VOLUNTEERING



PORTFOLIO CHECKLIST



OCCUPATION

Add an occupation to your Volunteering Portfolio* that relates to your volunteering opportunity. Include a reflection.



Reflection prompt ideas:

How does this occupation relate to your volunteering experience? List three skills needed to excel in the occupation and that you could develop during your time volunteering.

*To search for and add an Occupation, on the left-hand navigation menu go to [Work > Occupations > Use the filters & keyword search to find an Occupation](#). To add to portfolio, click on the [Occupation > Click Add to Portfolio](#) (button under Occupation name)



SHOW EVIDENCE OF YOUR VOLUNTEERING



Upload a photo... (with permission)

Of your volunteering experience. Add a reflection outlining your progress and show the excellent work you have been doing so far



Upload a video... (with permission)

of you learning or practicing a skill during your volunteering experience, or an interview with your supervisor.



Reflection prompt ideas:

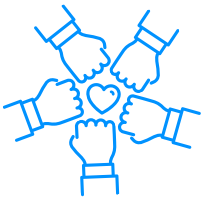
In this picture/video I am... I enjoyed this part of volunteering because... I am proud of this because...



Pro Tip:

Use the [+Add Box > Add Media](#) option to upload pictures or documents to showcase your learning!





VOLUNTEERING



PORTFOLIO CHECKLIST

☐

LINK TO A RELATED WEBSITE

Add a link to a website/URL related to your volunteering organization. Add a Reflection sharing why this link is relevant and any key learnings that can be found on the website.

☐

REFLECTION

Following the volunteer opportunity, reflect on your experience. [+Add Box > Add Journal, Title: Journal #3](#). Write 5-8 sentences using the following prompts:



- Explain your volunteering experience (what is the organization, what did you do while you were there).
- What skills did you learn?
- What was your favourite part?
- Were there any parts you did not enjoy?
- Would you like to do this volunteer activity again?
- What are your plans for future volunteering?

☐

SHARE YOUR VOLUNTEERING PORTFOLIO



At the top right of your portfolio click [Slideshow > Play](#) and present your portfolio to your class, or to a small group of your classmates. Before presenting, take time to practice and review your portfolio!



VOLUNTEERING



PORTFOLIO CHECKLIST

[OPTIONAL] EXTENSION ACTIVITY



RESUME

Create your myBlueprint resume ([left-hand navigation menu > Work > Resume](#)) and add it to your portfolio. Be sure to add your volunteer opportunity and the new skills you developed.



TIP:

Add the individual skills to your portfolio and reflect on the following questions: How did you develop these skills? How will you use these newly developed skills in a future occupation?

*To add Skills, go to your [Volunteering Portfolio > Add Box > Add from myBlueprint > Resume > Add any 'Skills & Abilities' boxes](#)



COVER LETTER

Create your myBlueprint cover letter ([left-hand navigation menu > Work > Cover Letter](#)), customized for a future volunteer or job opportunity related to this volunteering experience. Add it to your portfolio.



Questions to consider:

Why are you a strong candidate? What interested you the most about the volunteer opportunity you chose? What are some of your relevant skills or past experiences that will help you in a future position?