



Come Volunteer: How-To-Guide

Welcome!

Thank you for your interest in volunteering with the City of West Lafayette Parks and Recreation. We offer a wide variety of opportunities throughout the City and look forward to getting you involved.

To better manage our volunteer programs and make it easier to explore and sign up for opportunities, we have adopted a new platform called **Vome Volunteer**.

Vome is a volunteer recruitment and management platform used by organizations across North America.



A Few Tips

- These steps outline access to Vome. Once your account is complete, you may begin applying for volunteer positions.
- Please note that Vome emails may occasionally be filtered into your junk or spam folder. Be sure to check those folders if you do not see a message in your regular inbox.
- New opportunities will be posted periodically. We encourage you to check the City's homepage regularly to stay engaged.

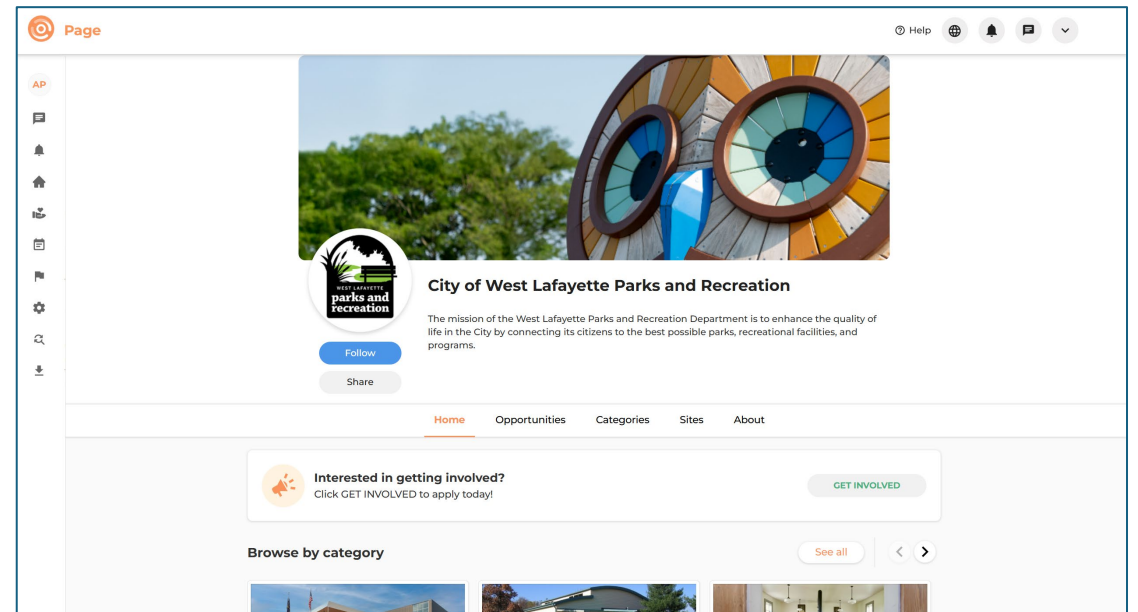


Step 1: Creating Your Vome Account

Many first-time users will start on the [Vome Homepage](#).

The homepage displays the different types of volunteering available (called **categories**) as well as current and upcoming volunteer opportunities (called **opportunities**). For now, you may disregard these sections.

Note: You may receive a link directing you to our [General Volunteer Interest Form](#). This form is the first step in applying for volunteer opportunities. If this applies to you, you are already at Step 1a (slide 5).



Step 1a: Creating Your Vome Account

a. Click the “**Get Involved**” button located at the top of the page, under the header. A pop-up will prompt you to click on the [West Lafayette Parks and Recreation General Volunteer Interest Form](#). This will take you to a fillable form used to create your volunteer account.

Copy and Paste Link for Direct Access:
<https://share.vomevolunteer.com/ZXHwSyzMc2b>



 **City of West Lafayette Parks and Recreation**

West Lafayette Parks and Recreation General Volunteer Interest Form

Thank you for your interest in volunteering with the City of West Lafayette Parks and Recreation!

We have a number of different opportunities around the City, covering a wide range of interest areas and commitment levels.

Please fill out this interest form to let us know a little bit more about you, and select all of the volunteer categories that you are interested in.

After you submit this form you will be prompted to complete an onboarding sequence for the category/ies that you selected.

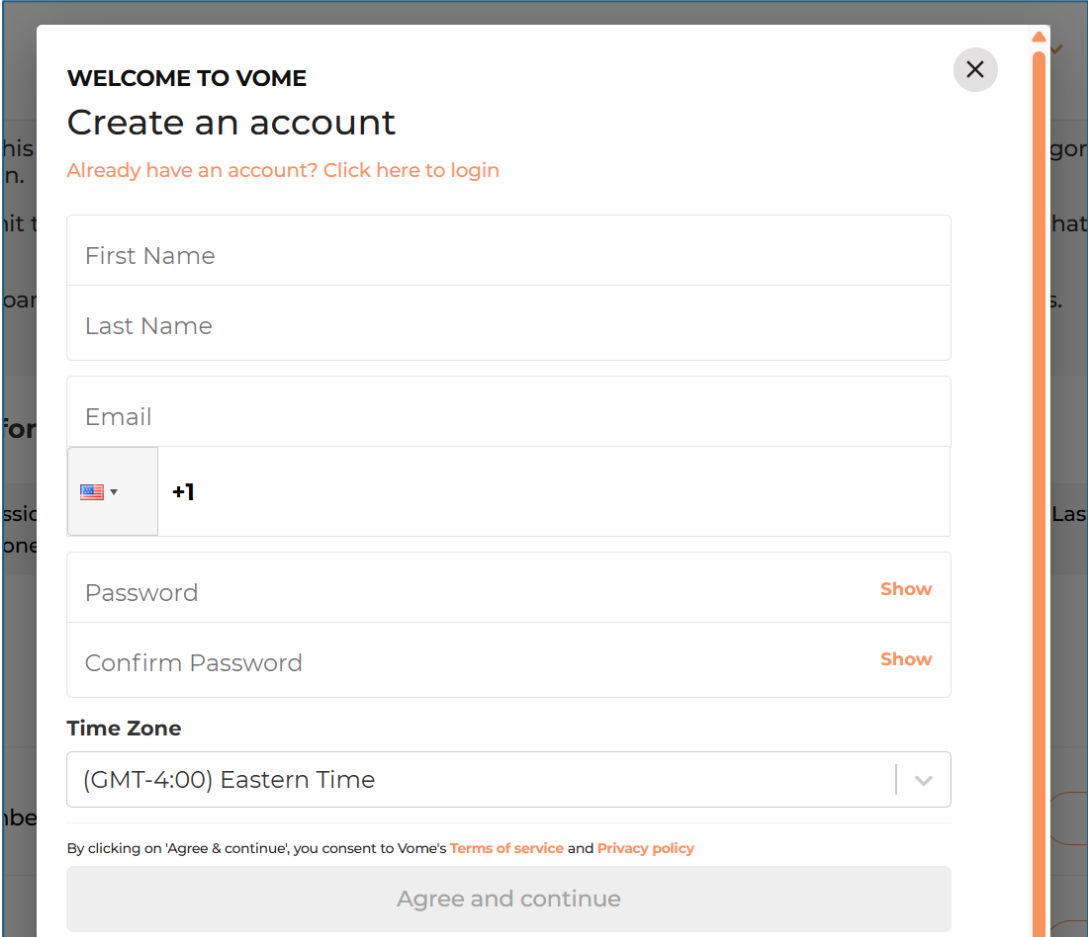
Once your onboarding is complete you will be able to register for various volunteer events and opportunities.

Step 1b: Creating Your Vome Account

b. As you enter your information, a pop-up will appear prompting you to create a Vome account. **Please complete this form.**

Once finished, you will be returned to the General Volunteer Interest Form, where the fields will be pre-filled with the information you provided during account creation.

Note: You will need to confirm your email address with Vome. A confirmation email will be sent to you and may be routed to your junk or spam folder. If you do not see it in your inbox, please check those folders.



The screenshot shows a 'WELCOME TO VOME' pop-up window titled 'Create an account'. It includes a close button (X) in the top right corner. Below the title, there is a link: 'Already have an account? Click here to login'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. The 'Email' field has a dropdown menu for country codes, currently showing '+1'. The 'Password' and 'Confirm Password' fields have 'Show' links to toggle visibility. Below the password fields is a 'Time Zone' dropdown menu, currently set to '(GMT-4:00) Eastern Time'. At the bottom, there is a line of text: 'By clicking on 'Agree & continue', you consent to Vome's Terms of service and Privacy policy'. A large, light gray button labeled 'Agree and continue' is at the bottom of the form.

Step 1note: Creating Your Vome Account

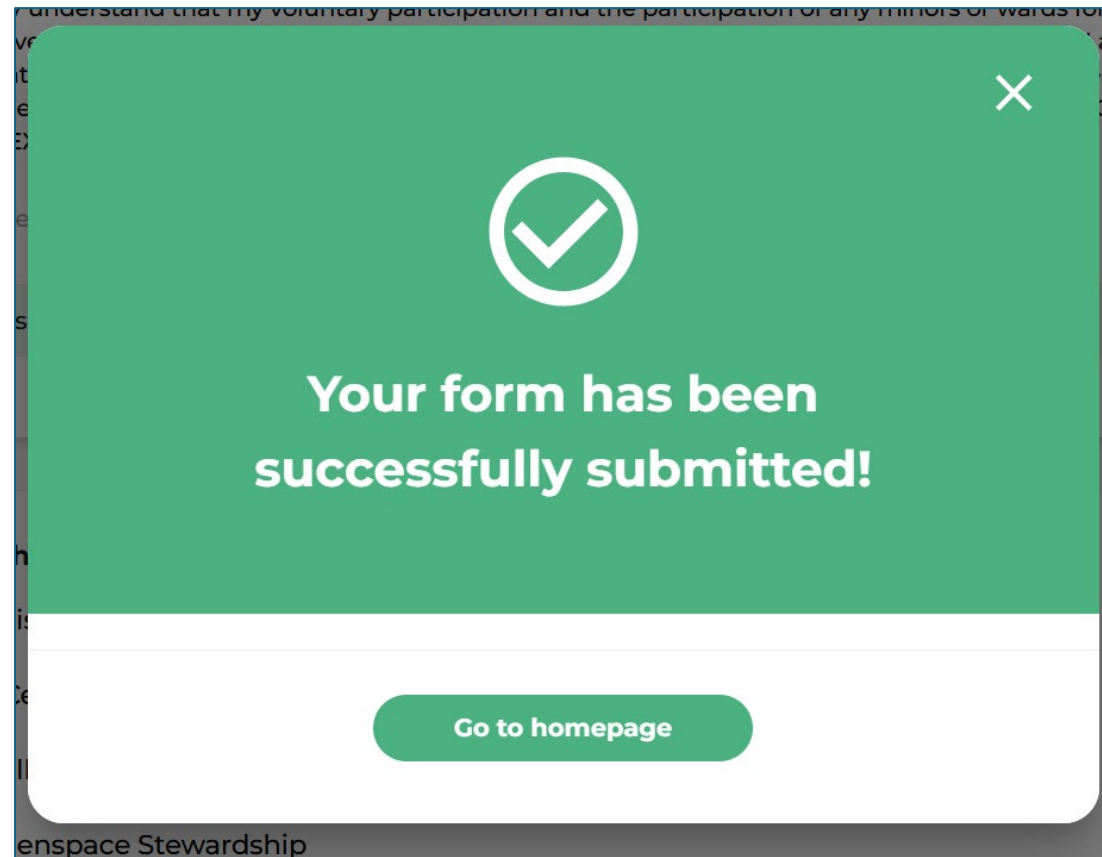
Note: The final question in the General Volunteer Interest Form asks, “Where or what category of volunteering are you interested in?” Your response will determine which volunteer opportunities you are invited to apply for, so please select all areas that interest you.

Where and/or what category of volunteering are you interested in? (Check all that apply) ★ Required

- John R Dennis Wellness Center
- Lilly Nature Center
- Morris Schoolhouse
- Park and Greenspace Stewardship
- West Lafayette Tree Friends

Step 1c: Creating Your Vome Account

c. Once you complete the General Volunteer Interest Form, a submission pop-up will appear. Click the **“Go to Homepage”** button.

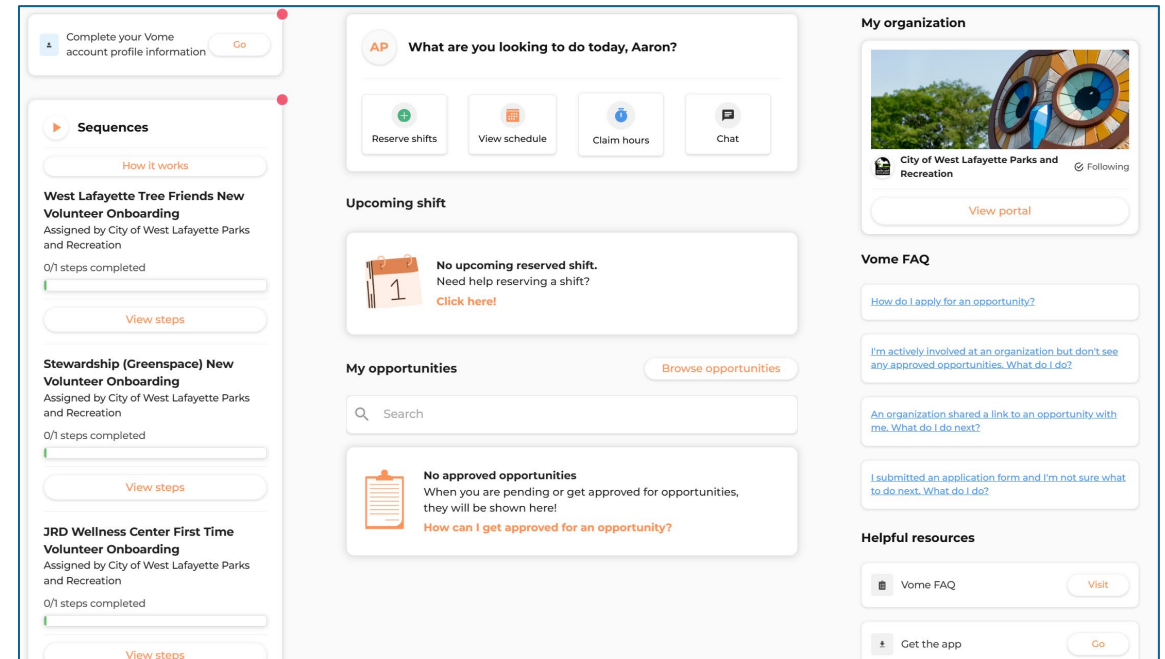


Step 2: Applying to Volunteer

Now that you have created your volunteer profile, you can apply for volunteer opportunities.

Based on your response to the final question of the General Volunteer Interest Form, you will be automatically assigned to one or more sequences.

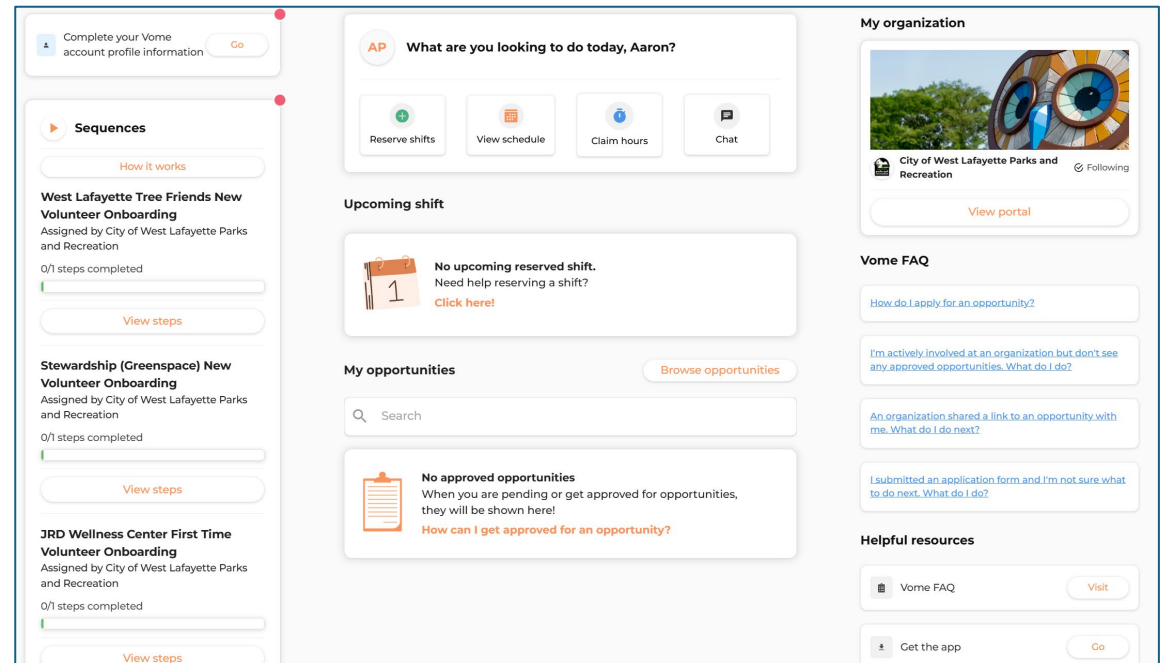
Sequences are step-by-step onboarding processes that vary depending on your selected volunteer category or opportunity.



Step 2a: Applying to Volunteer

a. From your homepage, locate the **“Sequences”** column on the left side of the screen. Here, you will see the sequences assigned to you, each displaying a status such as **“0/1 steps completed,”** indicating that you have not yet started.

Click **“View Steps”** to begin a sequence.



Step 2b: Applying to Volunteer

b. Follow the steps outlined in each sequence. Some sequences may be simple, consisting of only one step that requires completing a brief form with a few additional questions. Others may include a more detailed, site-specific application, a background check, or participation in an orientation.

Once all steps are completed, the volunteer administrator for that opportunity or category will be notified.

Note: Certain steps, such as background checks, are completed outside of the Vome platform and will be marked as complete manually by a volunteer administrator.

The screenshot shows a user interface for 'Stewardship (Greenspace) New Volunteer Onboarding'. It includes a thank-you message, a description of the opportunity, and the assignment by the City of West Lafayette Parks and Recreation. A 'Steps' section shows one step: 'Park and Greenspace Stewardship Application Form', which is currently 'Pending'. Below this, there is a 'Fillable forms' section with a 'Complete form' button.

Stewardship (Greenspace) New Volunteer Onboarding

Thank you for expressing interest in volunteering with park and greenspace stewardship!

You will have the opportunity to keep our parks and greenspaces healthy and usable.

Assigned by City of West Lafayette Parks and Recreation

Steps

1 Park and Greenspace Stewardship Application Form Pending

Apply to be a park and greenspace stewardship volunteer.

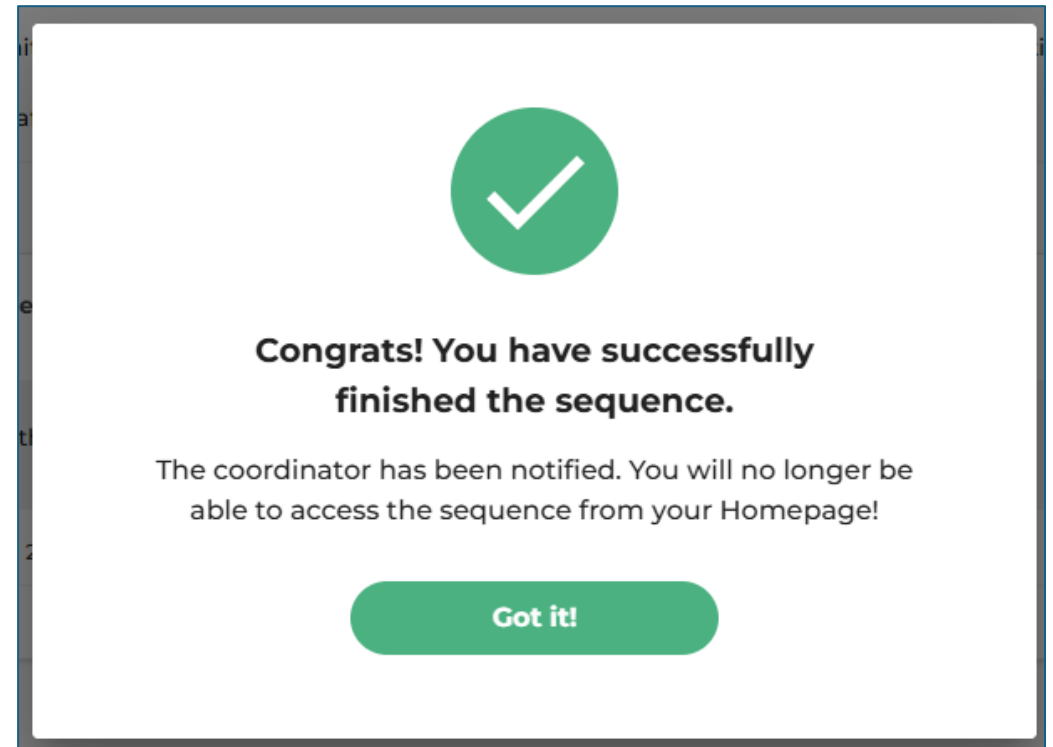
Fillable forms

[Complete form](#)

Step 2c&d: Applying to Volunteer

c. Once you have completed the step(s), a pop-up will appear confirming that the sequence has been completed. Click **“Got it!”** to be redirected to your profile homepage.

d. After completing a sequence for each volunteer category, you will be “assigned” to that opportunity, meaning you are now eligible to sign up for shifts.



Step 3: Register to Volunteer

Now that you have completed the category-specific sequences, you are approved to register for the volunteer opportunities you selected. To participate, you will need to reserve one or more shifts.

The screenshot displays a user's dashboard with the following sections:

- Account Profile:** A notification to "Complete your Vome account profile information" with a "Go" button.
- Sequences:** A list of onboarding sequences with progress bars and "View steps" buttons.
 - West Lafayette Tree Friends New Volunteer Onboarding:** Assigned by City of West Lafayette Parks and Recreation. 0/7 steps completed.
 - JRD Wellness Center First Time Volunteer Onboarding:** Assigned by City of West Lafayette Parks and Recreation. 0/7 steps completed.
- Impact:** A table showing "Hours logged" as 0.00 and "Completed shifts" as 0.
- Navigation:** Buttons for "Reserve shifts", "View schedule", "Claim hours", and "Chat".
- Upcoming shift:** A message stating "No upcoming reserved shift. Need help reserving a shift? Click here!"
- My opportunities:** A search bar and a list of opportunities.
 - Happy Hollow Park Invasive Species Removal Day (3/28/2026):** Park and Greenspace Stewardship, City of West Lafayette Parks and Recreation. Includes buttons for "Reserve shifts", "Claim hours", and "Contact admin".
- My organization:** Profile for "City of West Lafayette Parks and Recreation" with a "View portal" button.
- Helpful resources:** Links for "Vome FAQ" and "Get the app".

Step 3a: Register to Volunteer

a. Scroll to the bottom of your homepage to find the **“My Opportunities”** section, where you will see the opportunities you are now approved for. Click **“Reserve Shifts.”**

The screenshot shows a user's dashboard with the following sections:

- Complete your Vorne account profile information** (Go)
- Sequences**
 - How it works
 - West Lafayette Tree Friends New Volunteer Onboarding**
Assigned by City of West Lafayette Parks and Recreation
0/1 steps completed (View steps)
 - JRD Wellness Center First Time Volunteer Onboarding**
Assigned by City of West Lafayette Parks and Recreation
0/1 steps completed (View steps)
- Impact**
 - Hours logged: 0.00
 - Completed shifts: 0
- What are you looking to do today, Aaron?**
 - Reserve shifts
 - View schedule
 - Claim hours
 - Chat
- Upcoming shift**
 - No upcoming reserved shift. Need help reserving a shift? [Click here!](#)
- My opportunities** (Browse opportunities)
 - Search bar
 - Happy Hollow Park Invasive Species Removal Day (3/28/2026)** (Approved)
Park and Greenspace Stewardship
City of West Lafayette Parks and Recreation
(Reserve shifts, Claim hours, Contact admin)
- My organization**
 - City of West Lafayette Parks and Recreation (Following)
(View portal)
- Helpful resources**
 - Vorne FAQ (Visit)
 - Get the app (Go)

This is a close-up of the opportunity card for the **Happy Hollow Park Invasive Species Removal Day (3/28/2026)**. It includes a photo of a person in a field, the text "Approved", the organization name "City of West Lafayette Parks and Recreation", and three buttons: "Reserve shifts", "Claim hours", and "Contact admin".

Step 3b: Register to Volunteer

b. Clicking “**Reserve Shifts**” will take you to the opportunity page where you can see details about the volunteer opportunity including the date, time, and location.

Depending on the type of event, you may see one shift (such as for a single day program) or a large number of available shifts over a longer period of time (such as for a multi-day, repeat commitment.)

Happy Hollow Park Invasive Species Removal Day (3/28/2026)
Park and Greenspace Stewardship

1 upcoming shift available | March 2026


All filters | Days of week | Time slots | Availability | Shift title

Search | Home | Calendar | List

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Available Shifts In March 1

 **Happy Hollow Park Invasive Species Removal Day (3/28/2026)**
Park and Greenspace Stewardship

Sat Mar 28, 2026
12:00 PM - 02:00 PM EDT

📍 Happy Hollow Park, Happy Hollow Road, West Lafayette, IN, USA

29 spots available

[See more details >](#) [Reserve](#)

Step 3c: Register to Volunteer

c. Click “**Reserve**” for the shift(s) you are interested in, then select “**Review & Confirm**” in the bottom right corner of the page.

Happy Hollow Park Invasive Species Removal Day (3/28/2026)
Park and Greenspace Stewardship

1 upcoming shift available | March 2026

All filters | Days of week | Time slots | Availability | Shift title

Search | Home | Calendar | List

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Available Shifts In March 1

Happy Hollow Park Invasive Species Removal Day (3/28/2026)
Park and Greenspace Stewardship

Sat Mar 28, 2026
12:00 PM - 02:00 PM EDT
Happy Hollow Park, Happy Hollow Road, West Lafayette, IN, USA 29 spots available

[See more details >](#) [Reserve](#)


You selected 1 shift
Please review your shift reservations before confirming.

[Remove all](#) [Review & Confirm](#)

Step 3d: Register to Volunteer

d. You will be redirected to a final screen showing all the shifts you have selected. Click **“Confirm Registration”** to complete your sign-up.

< Selected reservations (1) [Remove all](#) CONFIRM RESERVATION



Happy Hollow Park Invasive Species Removal Day (3/28/2026)
Park and Greenspace Stewardship

Help City staff remove invasive species from the woods in Happy Hollow. Will require ability to move across uneven ground, kneel, and stand for long periods of time.

[... read more](#)

When Sat Mar, 28 2026
12:00 PM - 02:00 PM EDT

Where Happy Hollow Park, Happy Hollow Road, West Lafayette, IN, USA

Instant Book allows you to reserve shifts and be auto-confirmed.

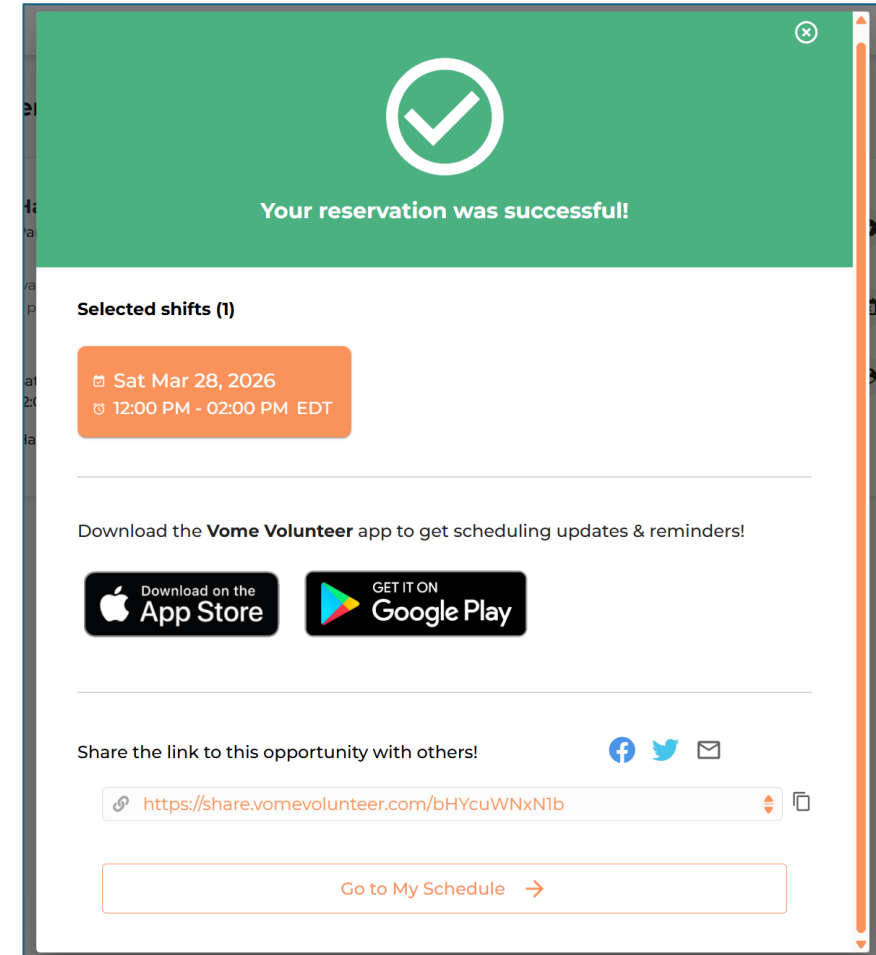
You can cancel your reservation at any time prior to the shift start time.

The check-in portal opens 1 hr before the shift start time.

[Remove](#) | [View all info](#)

Step 3e: Register to Volunteer

e. Once you confirm, a pop-up will appear stating, “Your reservation was successful.” You can close the pop-up or click **“Go to My Schedule”** to view a calendar of your upcoming shifts across all opportunities you have signed up.

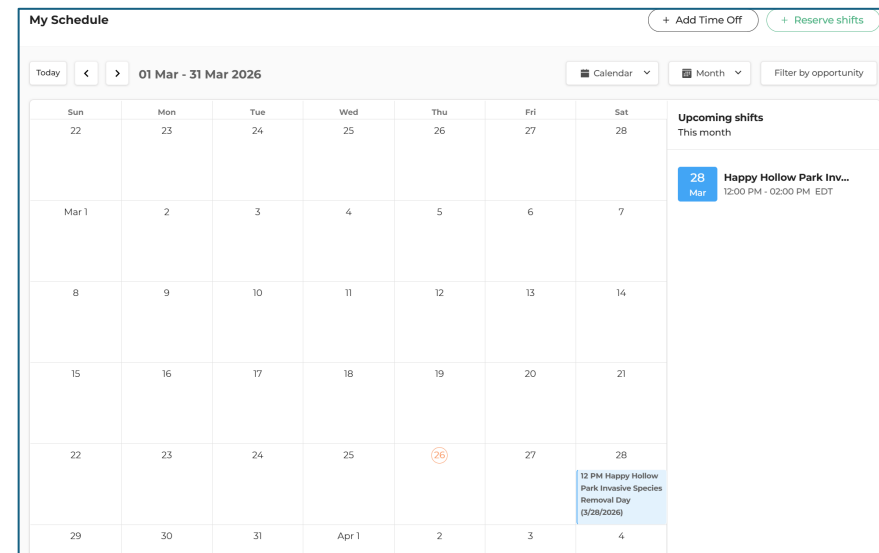
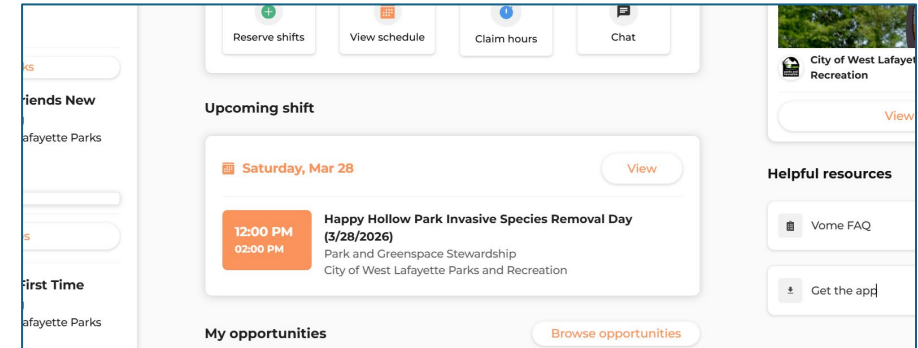


Step 4: Volunteer!

That's it!

In the lead-up to your volunteer event and shifts, you will likely receive reminder emails. Please remember to check your junk or spam folder if you do not see them in your inbox.

If you need a reminder of upcoming events or shifts, check the **“Upcoming Shifts”** section in the middle of your homepage, or click the **“Schedule”** button in the left column to view your upcoming opportunities in a calendar format.



Thank you!

Your participation will help the Parks and Recreation Department and the City of West Lafayette provide better programs and public spaces for your neighbors and community members!

Please reach out to wlparks@westlafayette.in.gov with questions or for help with Vome.

