

## Community Organisations Information Pack

Volunteering is a great way for students to develop their employability skills, gain crucial work experience, meet new people and give something back to their community.

If you are a community organisation in Birmingham, looking for volunteers, this information pack contains all you need to know about working with us to advertise your opportunities to students.

What's included in the pack:

- [Our volunteers](#)
- [How we refer student volunteers to Community Organisations](#)
- [What we ask of Community Organisations](#)
- [Promoting your opportunity](#)
- [What else we can offer](#)
- [Community Feedback](#)

### Our volunteers

Our volunteers are students who are currently studying at the University of Birmingham and we support them regardless of their age, disability, race, ethnicity, nationality, gender, sexual orientation, and whether or not they have dependents.

### **Students want to volunteer for a wide range of reasons:**

- To raise money for a charity or cause they are passionate about
- To use their time and skills to benefit the local community
- To have fun and meet people
- To obtain accreditation
- To gain experience in a particular role or organisation
- To improve their skills
- To continue or further a particular interest

### **Supporting student volunteers**

- Students are a valuable commodity and make fantastic volunteers as they have an abundance of enthusiasm, initiative and skills to offer.
- Students are happy to fit volunteering around their studies, however not all can commit to a regular opportunity subsequently one-off project's can also be very successful.

- We recruit our volunteers throughout the academic year and they can be at any stage of their study. Students generally return home during vacation times so are less available. Equally, activity will be reduced after April due to exams and assessments.

### **How we refer student volunteers to Community Organisations**

We refer students who have expressed an interest in volunteering, to the Community Organisation(s) of their choice. This will depend on the student's interests, passions and the time they can commit to the organisation.

- We ask all students to register with us, these details are then stored in our administrative system.
- Following registration the students identify which opportunities they are interested in, we then refer the student to the organisation via e-mail.
- The Community Organisation will be expected to act upon the referral within 14 working days and contact the relevant student via e-mail or phone to provide them with details of the next steps to take.
- Student Development will contact the Community Organisation on a termly basis after the initial referral to identify if it has been successful. We use this information for monitoring purposes and to highlight if any additional support can be given to the students and Community Organisations.

### **What we ask of Community Organisations**

We work in partnership with local community organisations to provide students with positive and beneficial volunteering experiences.

#### ***In order to do this we ask:***

- You to ensure that we are referring volunteers to an excellent opportunity. You can do this by completing our Community Organisation Registration Form. This will provide us with information about your organisation, the volunteering opportunity and the support you will provide.
- You to confirm that you have policies and procedures in place that support volunteers.
- You to sign a Service Level Agreement to confirm your commitment to providing an excellent volunteering placement.

#### ***Once the student has started to volunteer in your organisation, we ask that you:***

- Keep records of the volunteers who have been recruited through Student Development
- Reimburse reasonable expenses to the volunteers when possible
- Respond to our requests for feedback in order to monitor the volunteers progress
- Keep us informed of any major changes in your organisation or contact details

### Promoting your Opportunity

Promote your project in several different ways:

#### 1. *Our annual Volunteering Fair:*

Held in September, our Fair showcases the diversity of volunteering opportunities available to students through the Guild. We offer the opportunity to some of our registered organisations to have stalls during the event. This is a good opportunity for you to have face-to-face contact with volunteers. You will be able to communicate to students the nature of the volunteering work, and where they can find out more.

#### 2. *Opportunity Folders:*

All of the opportunities that are offered by the registered organisations are detailed in our Opportunity Folders.

#### 3. *Our Opportunity Boards:*

A number of the opportunities are displayed on our board in the Guild.

#### 4. *Our website:* [Guildofstudents.com/volunteering\\_search](http://Guildofstudents.com/volunteering_search)

This is regularly updated with all of our volunteering opportunities available and information on how the students can get involved in volunteering through The Guild.

#### 5. *Through University Departments:*

We have a great relationship with the university and are able to advertise appropriate volunteering opportunities through departments such as the Careers and Employability Centre and individual schools.

### What else we can offer

- We have a range of rooms that are available for hire at an extra cost.
- We can pass your details onto Carnival, our Raising and Giving volunteering project if you are looking for support in finding fundraising volunteers

- We can put you in contact with our 180 Student Groups, some of which are happy to support local people and community organisations, through a range of activities.

### Community Feedback

We welcome feedback from community organisations to enable us to improve our service to you. Annually we conduct a Community Impact Survey to gather your feedback, however should you have any comments or recommendations throughout the year, please do not hesitate to contact us by emailing [volunteering@guild.bham.ac.uk](mailto:volunteering@guild.bham.ac.uk) or calling 0121 251.