

Frequently Asked Questions

Here you will be able to find out the answers to our most commonly asked questions about volunteering through Student Development

If you don't find the answer that you're looking for, just drop into The Guild or e-mail us on volunteering@guild.bham.ac.uk or call 0121 251 and we will do our best to help.

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Questions about becoming a volunteer

How do I become a registered volunteer?

You can register as a volunteer by completing a registration form. If you would like to be referred to a project or external organisation, insert their details on page 2 and e-mail it to volunteering@guild.bham.ac.uk or you can drop it into reception.

If you are registering as a volunteer at the beginning of the academic year, come along to the Volunteering Fair during Welcome Week and meet some of our external organisations, and Student Led Volunteering Projects to sign up and find out more!

Does it cost anything to become a registered volunteer?

No! It is free to become a registered volunteer in The Guild. Taking part in volunteering activities should be enjoyable and free, if you would like to be reimbursed for reasonable out of pocket expenses you will need to contact the department or volunteering project that is supporting your volunteering role.

I didn't register as a volunteer at the beginning of the year, is it too late to join now?

Of course not, it's never too late to get involved in volunteering! We have a range of opportunities that are always available for you to get involved in, check out the search facility on the home page to find the right one for you. Some of our other roles require that you are elected into the role, for more information on each of the roles and their requirements go to the 'Types of roles available' page.

If you need any help choosing the right volunteering role for you or finding a suitable opportunity then e-mail volunteering@guild.bham.ac.uk or visit Student Development to speak with a member of staff.

Where is the Student Development office? And when is it open?

The Student Development office is based in The Guild on the Edgbaston Campus, and is open Monday to Thursday 11:00-17.30, Friday 11:00-17:00.

How can I find out about volunteering opportunities?

You can find out about all our opportunities by using our search engine on our home page.

We hold a Volunteering Fair as part of the Welcome Week activities and again in the second term. Why not come along to the fairs and meet some of our external organisations and Student Led Volunteering Projects to sign up and find out more about them!

What's expected of me as a volunteer?

As a volunteer you will be expected to act appropriately when volunteering and be respectful to other students and the local community, whilst representing the Guild of Students. Each organisation and volunteering projects will let you know their expectations before you start to volunteer.

How many hours do I need to volunteer per week?

There is no set amount of hours that you have to volunteer, as we support a wide range of volunteering roles each vary in the commitment needed to fulfil the role. We have lots of volunteering opportunities to fit every timetable and interests from one-off events to weekly projects, so you will definitely find something to suit you. Check out our opportunity search to find out more details, or drop into The Guild.

Can I volunteer for more than one role?

You can volunteer for as many roles as you like, just as long as you feel that you have the time, and of course the energy. Have a look at our roles page to see the wide range of volunteering roles that are on offer.

What's a Criminal Records Bureau check?

A Criminal Records Bureau is an organisation that completes criminal history checks on staff and volunteers who work with children or vulnerable adults. They issue their findings in a document called a Disclosure Certificate. Is a private and confidential form which states the criminal history of the applicant, including 'Police Records of Convictions, Cautions, Reprimands and Warnings' and whether they have been registered as being barred on the ISA Children's / Vulnerable Adults List, for more information about how The Guild carries out CRB checks click [here](#).

What forms of Identification can I use for my CRB application?

There are many types of identification that you can use to support your Criminal Record Bureau.

If you are a UK student you must bring with you originals of all of the following:

- A valid passport (If you cannot bring your passport we need to know the number, your nationality and country of issue)
- Your UK Driving Licence (full or provisional) both parts if you have one.
- You must bring confirmation of your National Insurance number (the card or on a payment slip etc)
- Confirmation of your current address using two forms of evidence, mentioned in the table below.

If you are not a UK national, you must bring with you originals of all of the following:

- Your valid passport
- Your Driving Licence if you have one.
- EU Photo Identity Card or a Identity Card for foreign nationals.
- You must bring confirmation of your National Insurance number (the card or on a payment slip etc) if you have one.
- Confirmation of your current address using two forms of evidence mentioned on the table on the next page.

Marriage/Civil Partnership Certificate	Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone	Exam Certificate e.g. GCSE, NVQ
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card , mail order catalogue statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement*- e.g. Child Allowance,
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) ** Issued by the UK
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	Connexions Card (UK)

Do all roles require me to have a CRB check?

No, not all of our volunteering roles require a Criminal Records Bureau check to be carried out. However they are essential for some of the roles that have been identified as volunteering with children or vulnerable adults, including some of our student led volunteering projects. If you're unsure whether you need to complete a CRB check, please e-mail volunteering@guild.bham.ac.uk stating your name, university number and the project(s) you are interested in.

Why do I have to attend the compulsory Child/Vulnerable Adult Training?

As part of our Child/Vulnerable Adult Protection Policy we ask all volunteers to complete a CRB check, to ensure they are suitable for volunteering with children and vulnerable adults. Part our policy is to train the volunteers to be aware of issues that might arise during their volunteering and give them the skills to deal with these issues. If you would like to sign up for the next training session e-mail your details to volunteering@guild.bham.ac.uk.

What roles are considered as volunteering and how can I find out more about them?

We support a wide range of volunteering roles which include:

- **General Volunteer**
- **Student-Led Volunteering Project Coordinator**
- **Student Groups Committee Members**
- **Student Reps**
- **Guild Councillors**
- **Residents Associations**
- **Non-sabbatical Officers**
- **Sports Volunteer**
- **NUS Delegates**

For more information on each of the roles click here (link to type of roles page).

I have an idea for a new Student Led Volunteering Project - can you help me set it up?

If you have got a fantastic idea for a new Student Led Volunteering Project (SLVP) we can help bring it to life. Currently we have 27 Student Led Volunteering Projects that are run by dedicated volunteers. If you are interested in starting up a new volunteering project check start up your own volunteering project information pack or come and talk to us in student development.

I'd like to volunteer overseas - do you have any international projects?

Yes we do! One of our Student Led Volunteering Projects Intervol (International Volunteers) recruit volunteers to take part in projects across the world. Unfortunately we are unable to endorse any specific organisations that offer volunteering abroad.

I'm staying in the Birmingham over the holiday period - do you have any projects that run during the holidays?

We have lots of opportunities that you can get involved in throughout the year! If you would like to know more about these opportunities e-mail volunteering@guild.bham.ac.uk or drop into The Guild to have a chat with a member of staff.

Our student group would like to volunteer as a group - what's the next step?

The Student Development office supports student groups in developing volunteering opportunities for their member's to take part in through both regular and one-off volunteering events. If your student group is interested in volunteering, or if you have an idea for a project, please e-mail volunteering@guild.bham.ac.uk or come into Student Development Office for a chat.

I'm not a student or member of staff at the University of Birmingham- can I still volunteer for your roles?

Unfortunately you are only able to volunteer, unless you become an External Member to the Guild, to do so you will need to bring in 2 passport photos to students development office. Or you can find out about volunteering opportunities in Birmingham by visiting www.do-it.org or contacting the (BVSC) The Centre for Voluntary Action Tel: 0121 6434343 or visit <http://www.bvsc.org> .

I'm a used to be a student at the University of Birmingham, or I used to be a member of staff at The Guild of Students, - can I volunteer in your student led volunteering projects?

Yes, all you have to do is become an external member of The Guild, which is a simple process that is free and can be done by dropping into the Student Development Office.

I'm interested in a career in the voluntary sector – how can I find out more?

We recommend that you contact the University of Birmingham Careers Centre who help you with finding a fantastic job in the third sector. Why not attend our Volunteering and Employability Session to find out about how to evidence all of the skills and experience that you have gained throughout your volunteering. [Click here](#) for more details on the training session.