
Your Guide to...

T H  N K

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Firstly, I would like to thank you for volunteering to be a THINK Volunteer. We hope that this will be an exciting year and that you will personally get something from the experience as well as a sense of contributing to the core campaigns of the Students' Union.

This handbook is here for you to refer back to after the training to refresh yourself or to provide you with a checklist when planning your campaign. If at any time during the volunteer opportunity you have any queries or questions you are welcome to ask Liz or Donna who will be your first point of contact in the Advice and Representation Centre.

The handbook is split into two sections:

- 1. THINK Days and Week and planning for THINK**
- 2. Being a volunteer with the Students' Union**

All of this information, and the handbook itself is available online at:

<http://www.bathstudent.com/think/>

What is THINK?

THINK is run by the Advice and Representation Centre to raise awareness of key student issues amongst the student population at the University of Bath. There will be three THINK campaign days in semester one which will cover various topics including; sexual health, personal safety and housing as well as one fair where internal and external organisations will come in to promote their services. In Semester two there will be a week long assortment of events and activities to raise awareness of the different topics and will culminate in a THINK Fair again.

What's my role as part of the THINK Team?

THINK would not be able to happen without you! You will work in your campaign teams to plan and run events and activities to raise awareness of your chosen topic. You will have an average of two weeks planning before each campaign where you will have the chance to all meet up set targets and discuss progress.

How much time do I need to get involved?

For semester one you will have to undertake a mandatory 2 hour training session. You will then have two weekly hour long meetings before the campaign day. You will then have to complete some tasks in your own time before the campaign day and you can all agree amongst yourselves how you will share these tasks.

For semester two you will have a 5 week period before the campaign week to prepare with weekly meetings set according to your timetable.

What are the important dates?

Sexual Health Campaign - 11th October

Safety Campaign – 1st November

Housing Campaign – 24th November

THINK Fair - 9th December

THINK Week/Fair - 20th—24th March

What if I have a question about THINK?

Contact Liz or Donna in the Advice and Representation Centre. If they are not available other staff in the Advice and Representation Centre may be able to help or can leave a message.

Planning an activity or event for THINK Week

What do you need to consider?

What's your budget?

You will be given a basic budget to use for your campaign for resources, printing, promotional material, prizes etc. but if you feel you may need more do keep in touch with Liz or Donna so we can look at negotiating more money. What activities/events have worked well in the past? Talk to Liz, Donna or any returning volunteers about successful activities from previous campaigns.

What are the other teams doing?

At times particularly in Semester 2 when there is a full THINK Week Liz and Donna will be sending around weekly emails to all team members after the team meetings so that everyone knows what the other teams have planned. This should hopefully stop any clashing events and may even prompt some joint working or complementary events. If you feel there are other people who may be useful to involve in the THINK campaigns such as student groups e.g LGBT or even contacts for the Fair please do let Liz and Donna know as the more people who are involved, especially those who are already involved in similar themed projects the more impact the campaign overall will have.

What do we have to do for the THINK Fair?

You will have a stand at the THINK Fair so you will need to have some display materials and maybe some small activities which you can do at the stand. Who is your audience? Ideally your activities and events should be open to all students at the University of Bath. This may mean that some of your activities will be online to allow students who do not visit campus on your day to take part and receive information.

What about international and postgraduate students?

You need to consider how you will engage with these students as part of your planning sheet. Is there a part of your campaign which you could tailor towards international students for example?

How will you work with the Students' Union media groups?

THINK Week will automatically be promoted on BathStudent.com through a dedicated website, however you should consider how you will use Impact, URB (radio) and CTV (campus tv). You may want to arrange for an interview to be done on the radio, or for an item to be included on the CTV student news.

Are there any other Students' Union departments you can work with?

For example you may wish to contact societies, sports or another volunteering group for some joint activities or you may wish a department to run a presentation or provide you with information about their service (e.g. Joblink).

Are there any University services you can work with?

For example Student Information and Funding may have some information you could use for Living on a Budget, or the Medical Centre may hold a special clinic for sexual health check or meningitis vaccines.

Be as creative as possible!

We really want to students to get involved with THINK Week and be as enthusiastic as we are. Whilst the main purpose of THINK Week is to get students THINKing and raising awareness of different issues, we want to do this in a way that is interactive and fun.

Volunteer list of considerations when planning a campaign

The following is a list of considerations it may be worth thinking about as a THINK volunteer:

- Resources—what is already available to use including SU media groups and other services.
 - Logo branding—have a common branding and logo on all publicity and on the THINK Team t-shirts.
 - Timing of campaign—make sure that it's not repetitive or too long that students will stop paying attention.
 - Punchy message—keep messages and information short and to the point.
 - Budget! - Make sure you have thought about everything you will need money for e.g last minute printing of colour posters which can be expensive
 - 'Plan B' - particularly for bad weather or other things which may happen on the day.
 - Sticking to the rules—make sure that you stick to any rules set down by the SU regarding posters etc.
 - Time and planning—make sure that you have enough time to plan your campaign effectively.
 - Target groups—who is your campaign aimed at?
 - Split tasks up—make sure that the different tasks in the campaign are split between the group.
 - Research topic—make sure that all information used is relevant and accurate.
 - Realistic—is it going to be possible to do what you want in the time you have set?
 - Freebies—good ones! Students love a good freebie, these could be used to engage with students. There are lots of companies who love to give away special deals to students
 - Impact of the campaign—survey or get feedback from students.
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Buying resources/claiming back money

If you need to buy in some resources for your campaign then you need to contact Liz or Donna as soon as possible and she will show you how to complete a Students' Union finance form to either be able to use the Students' Union's credit card to buy items online or claim back money which you have spent.

Always check that you have enough money in your budget to pay for the resources you want to buy in.

This handbook and copies of the budget form, planning form, risk assessment form and links to the Volunteer Policy can be found at www.bathstudent.com/welfare/volunteers/campaigns/



Checklist

When planning your event particularly in semester 2 it's a good idea to check through the list below to make sure all these tasks have been thought of:

| | |
|---|--|
| Which day of THINK week is your group covering/or part of the day if a day long campaign | |
| Social Media | |
| Display board ready | |
| Plasma advert completed | |
| Resources ordered | |
| Rota for the day including set up | |
| Risk assessment completed | |
| Availability for the fair | |
| Board/table pick up | |
| Flyering | |
| Kitchen drop | |
| T-shirts collected | |
| Title for each group | |
| Printing sent to Liz or Donna | |

Volunteering in the Students' Union

As a member of the THINK Team you are also a volunteer within the Students' Union, this means that you fall under the Students' Union's Volunteer Policy which can be accessed at any time at www.bathstudent.com/volunteer/policies

RIGHTS AND RESPONSIBILITIES

Volunteers have the right to expect certain support and in return are expected to act responsibly as a representative of the University.

Volunteers have a right to:

- **Be respected and not discriminated against.**
 - **All their personal details remain confidential.**
 - **Be provided with a detailed description of their role, what is expected of them, time and other commitments, skills they will need etc.**
 - **Know who is responsible for supporting them and to work in a safe environment.**
 - **Have regular contact with the relevant member of staff/ Sabbatical Officer.**
 - **Not to be used to replace the work of paid staff.**
 - **Receive and request induction and ongoing training.**
 - **Receive recognition for your voluntary activities and to ask for job references.**
 - **Have the choice to leave or change the placement.**
 - **Claim for out of pocket expenses for specific volunteer schemes.**
 - **Be assigned a job that is worthwhile using existing skills or developing new ones.**
 - **To be trusted with confidential information if it is relevant to the position.**
 - **To be kept informed about what is going on within the organisation if it affects your role as a volunteer.**
 - **To be given appropriate recognition in the form of certificate or encouraging comments from the member of staff/Student Officer.**
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Volunteers have a responsibility to:

- Represent the University in a professional manner.
- Abide by all rules, regulations and policies set down by the placement.
- Agree to a level of commitment and uphold this level.
- Develop skills needed in a volunteering role.
- Respect others and work in a team with all staff and volunteers.
- Maintain confidentiality at all times.
- Inform the relevant member of staff/Student Officer if you encounter any problems or wish to leave the placement.
- Tell the relevant member of staff/Student Officer when you are able to volunteer and if you feel you need to cut your hours back or feel unable to complete the task.
- Attend all agreed support and training sessions necessary for the role.
- Abide by the policies and standards of BUSU.
- Provide BUSU with feedback when requested.

Bath SU will:

- Ensure that the work is appropriate to the needs and abilities of the volunteer.
 - Provide ongoing support, training and development activities for the volunteer.
 - Ensure that the volunteer is properly recognised for their work in the form of relevant certification and celebration.
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Contact details:

**Liz Stoneman —Advice and Support Co-ordinator
E.stoneman@bath.ac.uk or suadvice@bath.ac.uk 01225 386906**

**Donna Ashford—Advice and Support Advisor
D.ashford@bath.ac.uk or suadvice@bath.ac.uk 01225 386906**

**Carol Lacey—Advice and Support Manager
C.Lacey@bath.ac.uk or suadvice@bath.ac.uk**

**Matt Humberstone —Community Officer
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