



*Your Guide to  
Volunteering  
Projects for  
Clubs &  
Societies*



## Share your skills and talents With the people of Bath

*More and more sports clubs and societies are keen to reach out and share their enjoyment, interest and passion with the wider community and do something to benefit another cause.*

*The Students' Union Activities Team (Societies, Clubs and Volunteering) support and encourage you to get your clubs and societies involved in volunteering.*

*Clubs and societies can create either a sustainable or one-off project that is practical, makes a difference and benefits the wider community. The activities can either be delivered in partnership with external charities/organisations, or developed and delivered independently.*

## Table of Contents

4. Why set up a Volunteering Project?
5. Bringing sports and activities to the community
6. What are other Volunteering Groups doing?
7. Examples of current Society and Sports Projects
10. What is the Student Volunteer Office?
13. What to do now?
14. Preparing your Club or Society for volunteering
16. Awards and Recognition



---

## Why set up a Volunteering Project?

Volunteering is a fantastic opportunity for you to develop your skills while addressing a specific need in the community. These include:

Organisation

Project Management

Planning

Teamwork

Leadership

Communication

Public Engagement

Problem Solving

Volunteering can increase your club/society's visibility in the community, help recruit new members and enhance the cohesiveness of your team.





## Bringing sports and activities to the community

With BUSU (Bath University Students' Union) Volunteering, you can set up a volunteering project on anything you are interested in as long as it is a hands-on activity and you are setting achievable and honest targets for yourself.

Projects can be tailored to your own personal interests and on top of this, volunteering enhances your credentials and career opportunities.

## What are other Volunteering Groups doing?

### What could your group do?

Think about:

- What are other volunteer groups already doing?
- What areas/issues/needs are not being covered?
- Ask the Volunteer Team for existing opportunities and partnership
- Take a look at [www.bathstudent.com/volunteer/](http://www.bathstudent.com/volunteer/) for ideas
- Get in touch with local organisations and charities
- Explore the [Volunteering Module](#) to see what individual opportunities are currently available, establish links with organisations and get some inspiration.

Don't forget to ask your club or society members their opinions on what you could do; members may have many links outside the club or society, and could already be aware of, or be involved with important issues that you can help tackle.



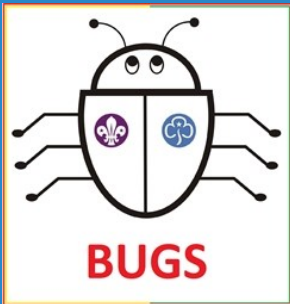
## Check out these examples of Society and Sports Projects for inspiration!



### Engineers Without Borders (EWB)

Outreach programmes consist of a series of interactive workshops, carried out by enthusiastic and dedicated volunteers in schools and youth groups, designed to inform and inspire young people about global development issues. Through presentations that focus on some of the biggest human development issues, and fun activities designed to explore them, and inspire thought and discussion, the programme raises awareness and understanding of

the problems, and how these young people can be a part of the solution.

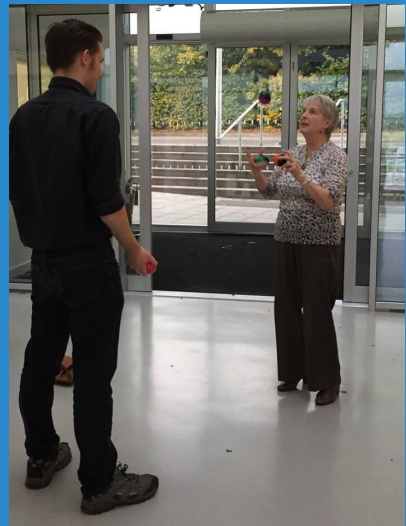


BUGS – The student group that supports Scouts and Guides in the Bath area. They are always looking for helpers and leaders. Whether it's once every week, once in a while or for specific activities or camps, you'll be a great help. Most units are only a short walk or bus ride away!

Check out these examples of Society and Sports Projects for inspiration!



Gravity Vomit – the Juggling and Circus Skills Society. They teach people how to juggle and do other skills (like diabolo); doing mini 'performances' where they do fire/glow/normal juggling and provide equipment for kids to just have a go with. Juggling goes down great at an event - it's showy, kids love their box of toys and it's fun!





## Check out these examples of Society and Sports Projects for inspiration!



**LINKS** – Is the Society linked to St John Ambulance which means you can go to local events in Bath/Bristol and other events up and down the country. They do everything from campus events to the London Marathon. Also, once you've joined St John, and have completed the TFA course you can come out as an observer, gaining invaluable experience and a look at what we do. LINKS also get involved in large Student Union events like Freshers' Week and Summerball to small society events such as Gravity Vomit's Upchuck and Kickboxing's Fight Night.



**Hockey Club** – Every year the Hockey Club supports a local charity by fundraising for them. Over the last couple years they have supported the Royal National Hospital for Rheumatic Diseases (RNHRD) and South West Action for Learning and Living Our Way (SWALLOW) by running the Bath Half Marathon and holding an annual charity hockey tournament, raising over £15,000! In 2013/2014, UBH raised more than £1900 for the Bath Junior Gateway Club. This went towards a new minibus with disabled access.



**Netball Club** – The Club aims each year to give something back to the wider community. They support a charity for which they fundraise throughout the year at various events such as the Snowball, an end of season meal and other events. To ensure that the charity chosen is something close to the Club they give their members the chance to choose from a shortlist of local and national organisations.



# Students' Union Volunteering

## What is the *Student Volunteer Office?*

It's THE place to come if you want to get involved in volunteering and are not sure where to start..... or you have an idea but need support with getting started. Volunteering will help you gain experience and encourage you to become passionate about your local community.

## *Where are we?*

Volunteering Office (1E 3.14)

W: [Bathstudent.com/Volunteer](http://Bathstudent.com/Volunteer)

T: 01225 386385

E: [volunteers@bath.ac.uk](mailto:volunteers@bath.ac.uk)

## Here's what we can offer

- ◆ Contacts with local organisations
- ◆ The Volunteer Office can put you in touch with relevant charities, schools, youth clubs so you can get your project/event started. We will also contact you if any charities are asking for activities that your club or society could provide.
- ◆ Volunteer Training and Support: The Volunteer Office has a hub of information, advice and support. We can provide training linked to volunteering with children and young adults, [event management](#) and [fundraising](#) and other support specific to your [event/project](#)
- ◆ [Fundraising](#) advice and resources such as collection buckets
- ◆ [Event Management](#) training
- ◆ Child protection training



## More of what we can offer

- ◆ Support with risk assessments
- ◆ Getting a police check (if needed)
- ◆ Good practice linked to money handling
- ◆ Access to the volunteer membership list in order to recruit volunteers for your event/project
- ◆ Reward and Recognition
- ◆ Promotion to source other volunteers for your event/project
- ◆ Publicity to raise awareness of your event/project

**All societies and clubs volunteering with children or vulnerable adults must be approved by the Volunteer Office**



## What to do now!

- ◆ Think about how your club or society can get involved in the community
- ◆ Develop a plan with goals, aims and objectives
- ◆ Think about who is going to be involved?
- ◆ **Pop into the Student Volunteer Office to tell us your ideas and we can help you get started!**
- ◆ We strongly advise you to join the volunteer membership (it's free!!) as you will then get access to more resources and opportunities linked to volunteering



## Preparing your club or society for volunteering

The SU's Event Management Handbook has all the information you need to guide you through each step so as to get your project/event underway and delivered

The Event Management Handbook covers:

- ◆ Planning your event/project
- ◆ Event/project timeline
- ◆ Money – guidance on how to pay money into SU Finance, budgeting, sponsorship, VAT etc
- ◆ Venues
- ◆ Health and Safety (risk assessments)
- ◆ Publicity
- ◆ Recruiting volunteers
- ◆ Final checklist
- ◆ Useful contacts

## Remember this as a rule of thumb!

The more you communicate in an open and positive manner, the more opportunities you foster towards improving and developing your project.

No matter how closely you plan for the project, there will always be unexpected issues that arise.

Good communication with BUSU, with your team and with partners ensures that you are best equipped for dealing with such issues.







## Awards and Recognition

You care about your project, and your community, so the amount of work and dedication you will put into this will be huge. We are keen to recognise your commitment, and have two awards schemes that you and your Volunteering Group can apply to:

### Bath Award

### Volunteer Recognition Scheme







Bath SU Societies [suactivities@bath.ac.uk](mailto:suactivities@bath.ac.uk)

Bath SU Sport [susport@bath.ac.uk](mailto:susport@bath.ac.uk)



---

University of Bath  
Students' Union

Volunteering Office (1E 3.14)  
Claverton Down  
Bath

T: 01225 386385

W: [BathStudent.com/Volunteer](http://BathStudent.com/Volunteer)

E: [volunteers@bath.ac.uk](mailto:volunteers@bath.ac.uk)

---

[BathStudent.com/Volunteer](http://BathStudent.com/Volunteer)