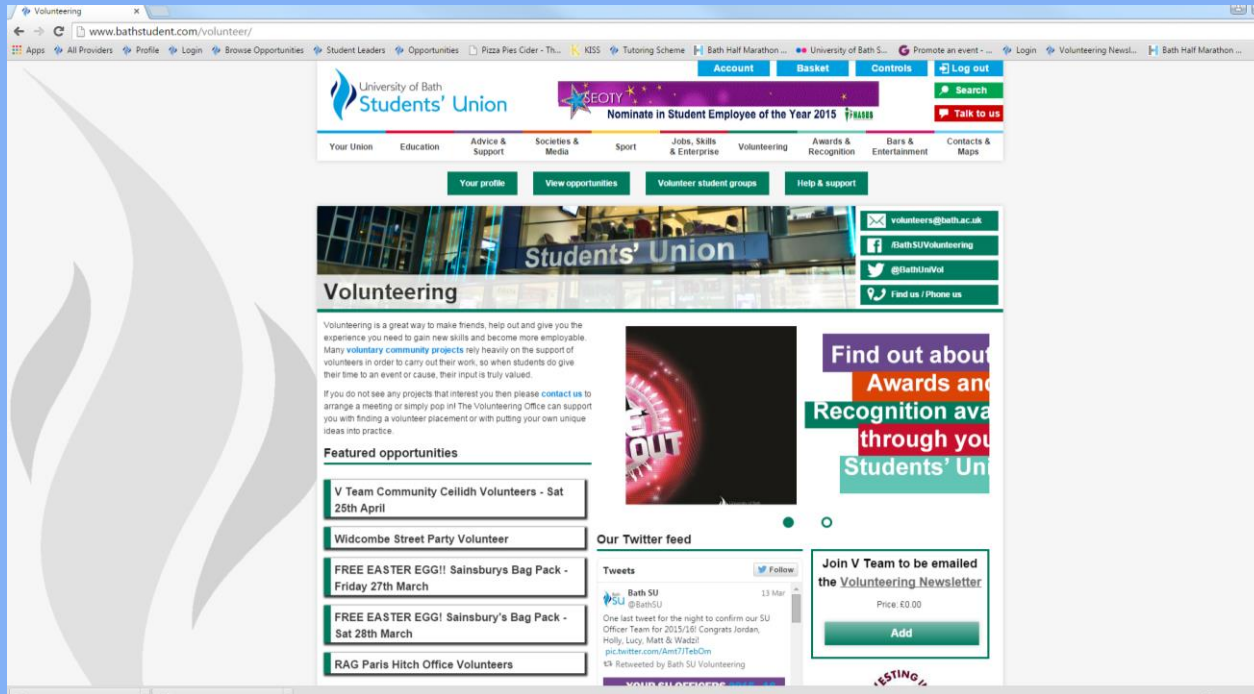


GUIDE TO THE UNIVERSITY OF BATH STUDENTS' UNION VOLUNTEER MODULE

UNIVERSITY OF BATH STUDENTS' UNION VOLUNTEERING OFFICE



THE VOLUNTEERING WEBPAGE IS THE CENTRAL POINT FOR FINDING OUT WHAT IS HAPPENING IN THE WORLD OF VOLUNTEERING WITHIN THE STUDENTS' UNION AT THE UNIVERSITY OF BATH

WWW.BATHSTUDENT.COM/VOLUNTEER

VOLUNTEERING HOMEPAGE

www.BathStudent.com/Volunteer

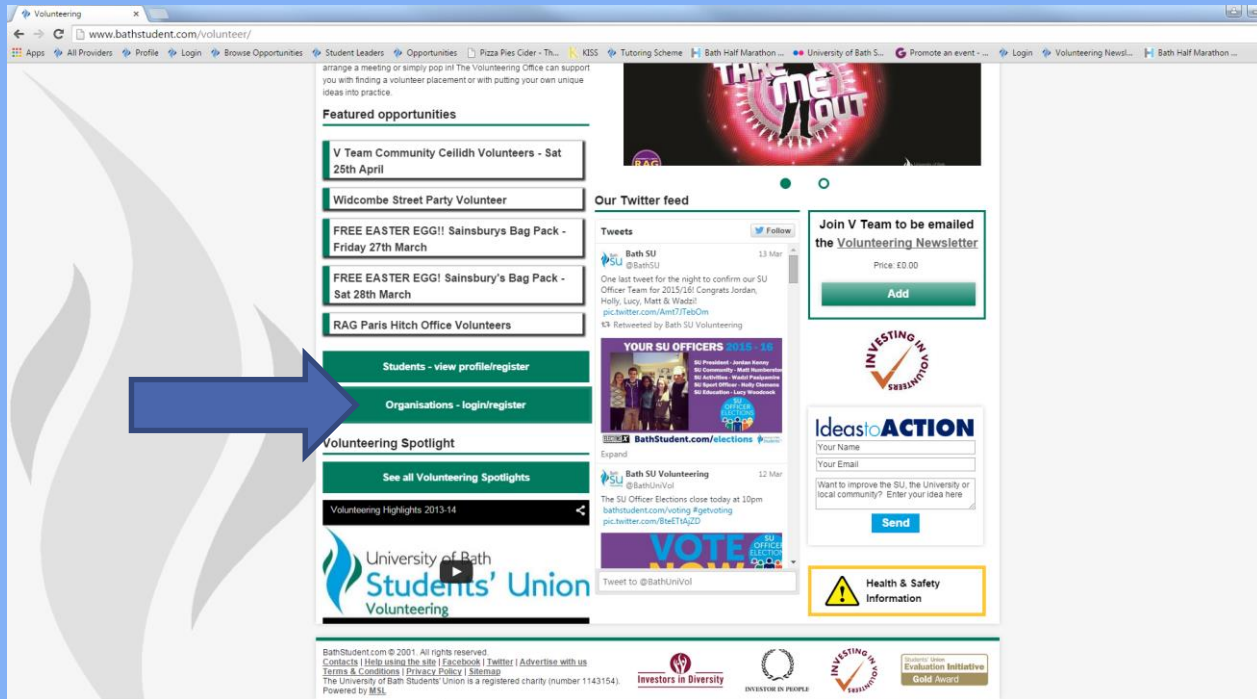
The Volunteer Module is the hub for students to find volunteering opportunities from local and national charities as well as from SU Activity Groups including V Team Student Volunteering and RAG (Raise & Give).

- **V Team Student Volunteering** run a range of activities including: National Trust Conservation Residential, Age UK Sunday Lunch, Widcombe Association Community Ceilidh and many more fun local events!
- **RAG (Raise & Give)** fundraise for local and national charities by helping run lots of fun events such as the Mega Abseil, Paris Hitch, Kilimanjaro Trek and many more exciting events!

“V Team give TIME and RAG give MONEY!”

Matt Humberstone

SU Community Officer 2015-16



ORGANISATIONS

www.BathStudent.com/Volunteer

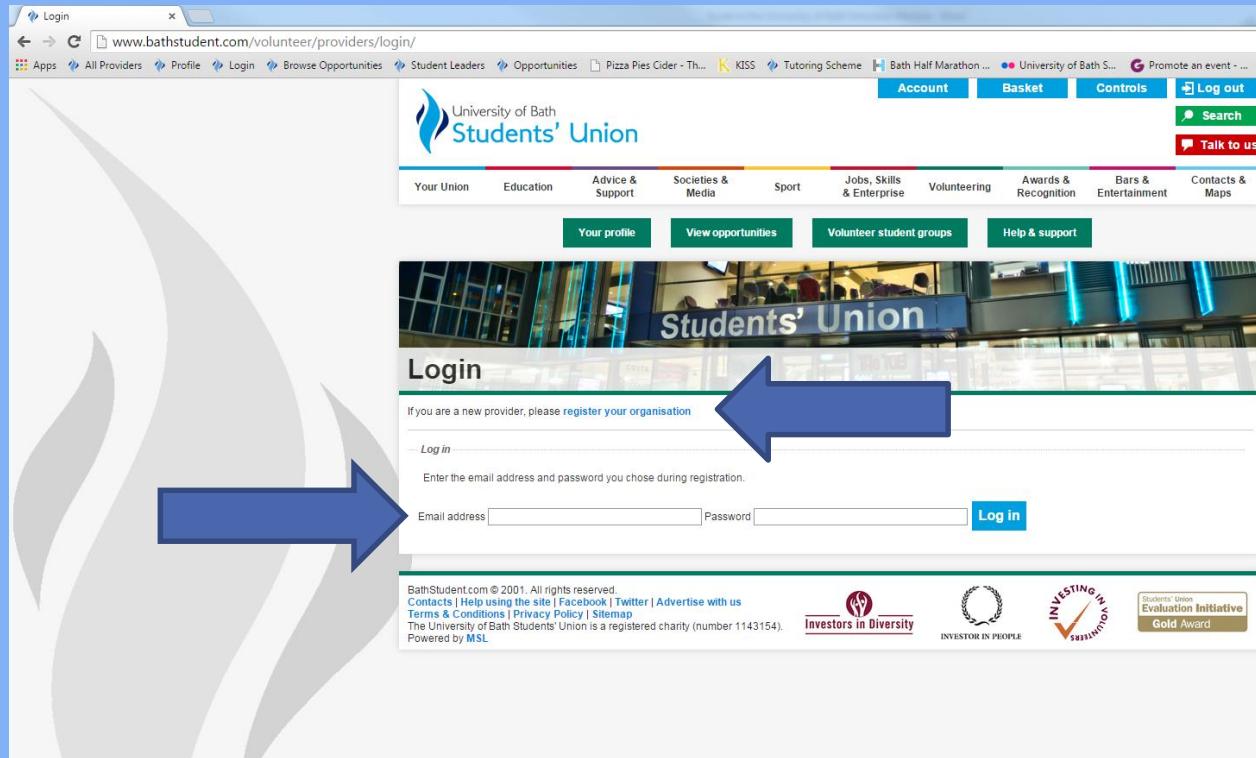
Organisations (Charities and Not-For-Profit) can register to become a provider of volunteering opportunities on our website.

Students will then be able to sign up and register their interest on your opportunity. This will enable the organisation (provider) to have access to the student's contact details (full name, email and contact telephone number).

Providers (Organisations) will also be able to utilise functions on the Volunteer Module that will enable the organisation to elect to accept or decline a student's registration with your opportunity. Please note that students' use evidence accumulated from their participation in volunteering for University of Bath Students' Union accredited schemes such as the Bath Award or the Volunteer Recognition Scheme so it is important that this is monitored.

ORGANISATIONS (CHARITIES & NOT-FOR PROFIT) CAN REGISTER AS A PROVIDER OF VOLUNTEERING OPPORTUNITIES ON OUR WEBSITE

WWW.BATHSTUDENT.COM/VOLUNTEER



ORGANISATIONS LOG IN

www.BathStudent.com/Volunteer/Providers/Login

The Provider log in page is the first stop for Organisations to either log in to their accounts or to register their details*

When you register your Organisation you will have the opportunity to create your own, unique, password that can easily be reset by yourself and/or the Volunteering Office.

*Please note that the Volunteering Office will have to approve your registration before you will be able to promote any volunteering opportunities.

ORGANISATION (PROVIDER) REGISTRATION / LOG IN WEBPAGE

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/LOGIN

ORGANISATION REGISTRATION

An organisation registering for the first time will need to ensure that they provide the following details:

Organisation: Name

Location: – Bath / National / Other

Description: A brief overview of what your charity undertakes, who you were set up to support

Organisation: Contact Information: This is the general information that would be freely available to anyone searching for volunteering/general information about your organisation

Primary Contact Person: This will be the initial contact who will be the main person that the Volunteering Office will contact regarding the Volunteer Module and both uploading volunteering opportunities and community volunteering and fundraising

ORGANISATION (PROVIDER) REGISTRATION / LOG IN WEBPAGE

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/LOGIN

The screenshot shows the 'Provider Registration' form on the website. The form is divided into three main sections:

- Description:** A large text area for entering details about the organization.
- Organisation contact information:** Fields for Email address, Phone number, Web address, and Postal address (Address line 1-4, Postcode). A 'Clear address' link is provided below the postal address fields.
- Primary contact person:** Fields for First name, Last name, Job title, Email address, and Mobile number. A blue arrow points to this section.

At the bottom of the form is a blue 'Continue registration' button. The footer contains copyright information for BathStudent.com, social media links, and logos for Investors in Diversity, Investor in People, and Gold Award.

CONTACT DETAILS

Primary Contact Details:

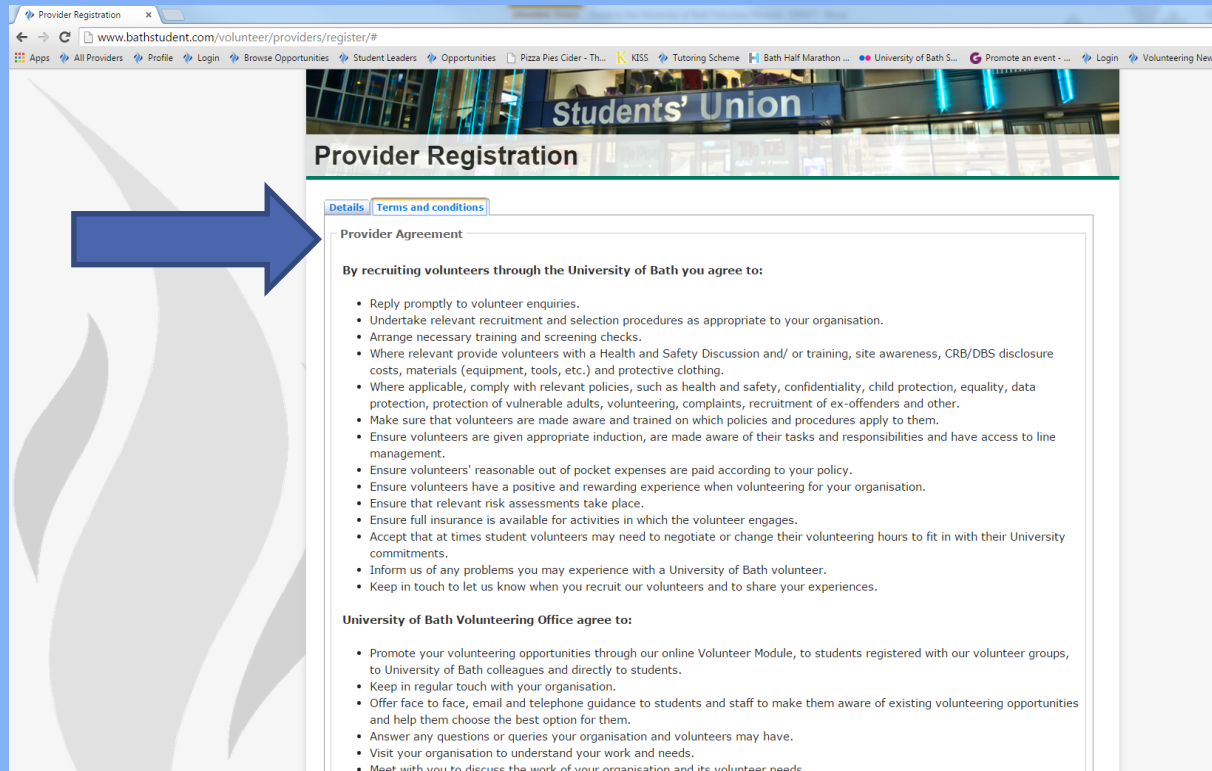
This should be the first point of contact for any interested volunteer or individual who is interested in working with you. Usually this would be the general contact details.

Secondary Contact Details:

Further contact details can be added once the general contact information page has been completed. These secondary contacts can have their own, unique, password or you can assign a generic one to them. Secondary contacts can also be made Inactive if you no longer require them to have access to the system.

ORGANISATION (PROVIDER) REGISTRATION WEBPAGE

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/REGISTRATION



TERMS AND CONDITIONS

Once the Organisation details have been completed the Terms and Conditions will need to be read and clicked to agree:

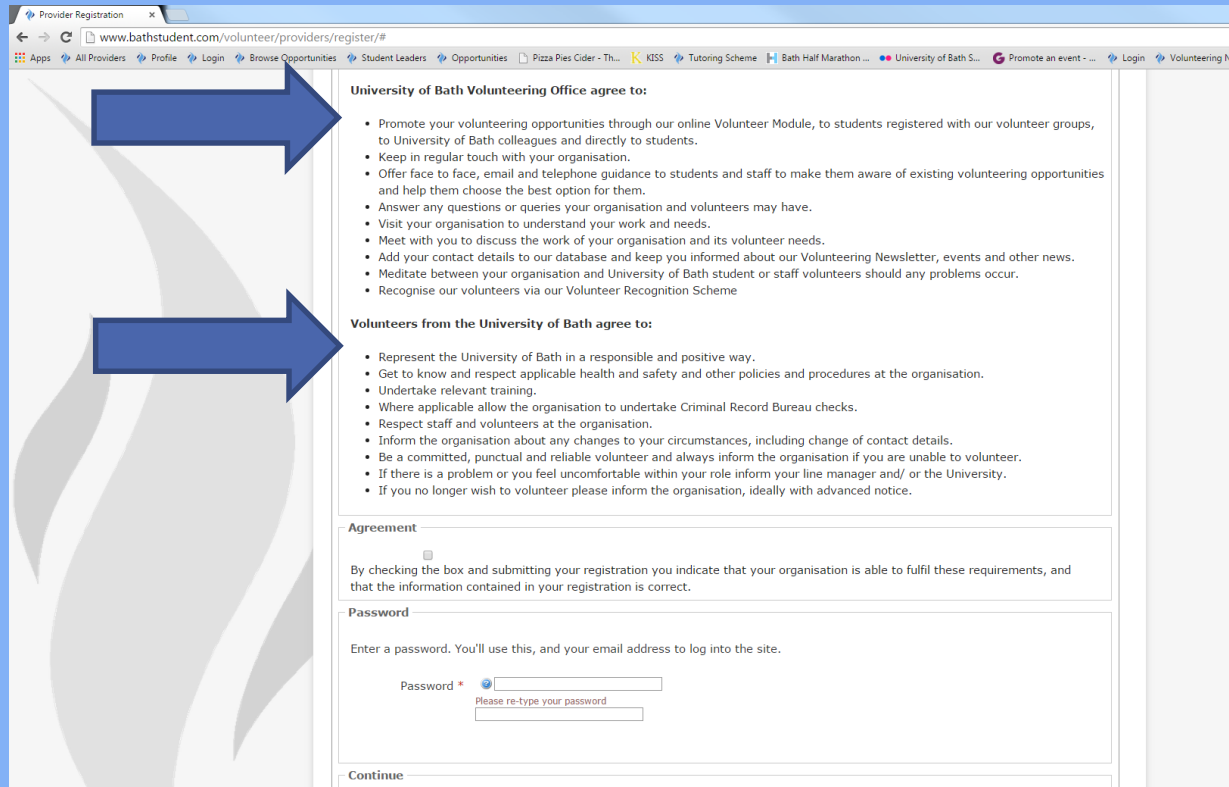
The Terms and Conditions consist of:

Provider Agreement: By recruiting volunteers through the University of Bath you agree to adhere to the guidelines listed.

*Please note that this is not legally binding and is intended as an Agreement of Understanding between the Organisation, Volunteering Office and Student Volunteer

ORGANISATION (PROVIDER) REGISTRATION WEBPAGE

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/REGISTRATION



ORGANISATION (PROVIDER) REGISTRATION WEBPAGE
WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/REGISTER

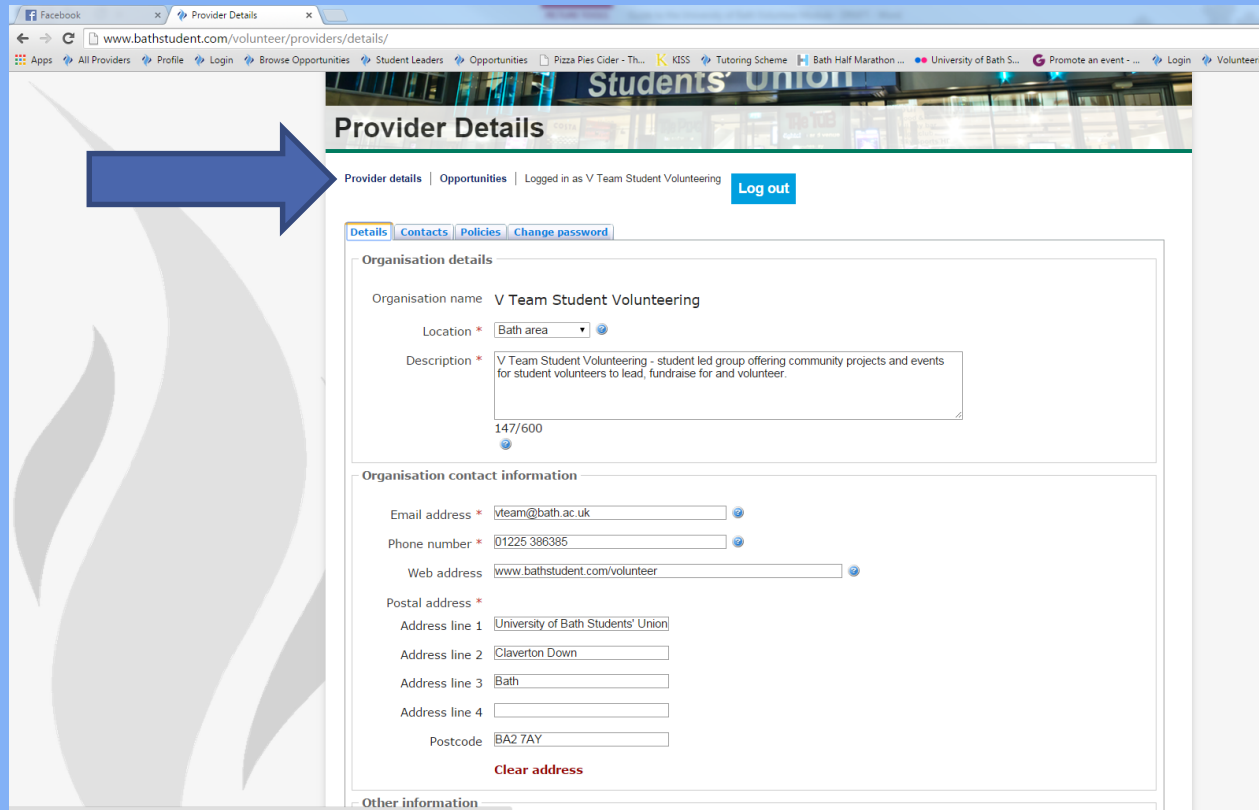
TERMS AND CONDITIONS

The Terms and Conditions of the Agreement also apply to the University of Bath Volunteering Office and the Student Volunteers.

University of Bath Volunteering Office agree to adhere to the guidelines listed*

University of Bath Student Volunteers agree to the guidelines listed*

*Please note that this is not legally binding and is intended as an Agreement of Understanding between the Organisation, Volunteering Office and Student Volunteer



ORGANISATION (PROVIDER) REGISTRATION WEBPAGE
 WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/DETAILS

PROVIDER DETAILS

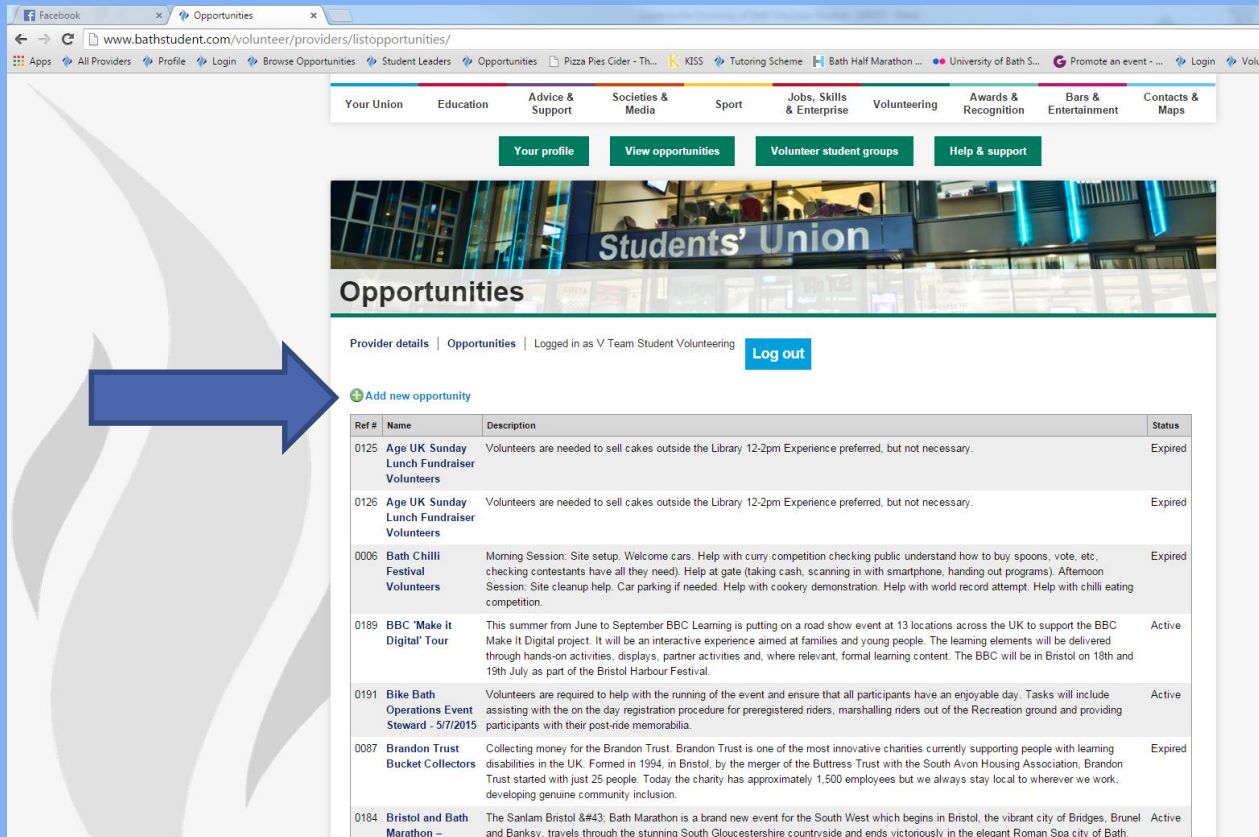
Once you have registered and created your profile, assuming everything is in order, you will then be approved by the Volunteering Office team at the University of Bath Students' Union.

IMPORTANT: You will need to ensure that you have uploaded your Volunteer Policy, Health & Safety Policy and Expenses Policy before uploading a volunteering opportunity. If you do not have any/all of these documents please contact the Volunteering Office to discuss.

You can edit your Provider Details at any time without the need to reregister. You can also add/delete Contacts this will enable you to have specific members of your team linked to a specific volunteering opportunity if required.

Once your organisation has been approved you can begin adding volunteering opportunities to your profile. Students will be able to see these opportunities and register their interest in volunteering so you will be able to have their contact details directly to hand. This will enable you to have direct contact with your Student Volunteers.

When you are ready to add a new Volunteering Opportunity click the Opportunities tab.



ORGANISATIONS (PROVIDERS) VIEW OF THEIR VOLUNTEERING OPPORTUNITIES

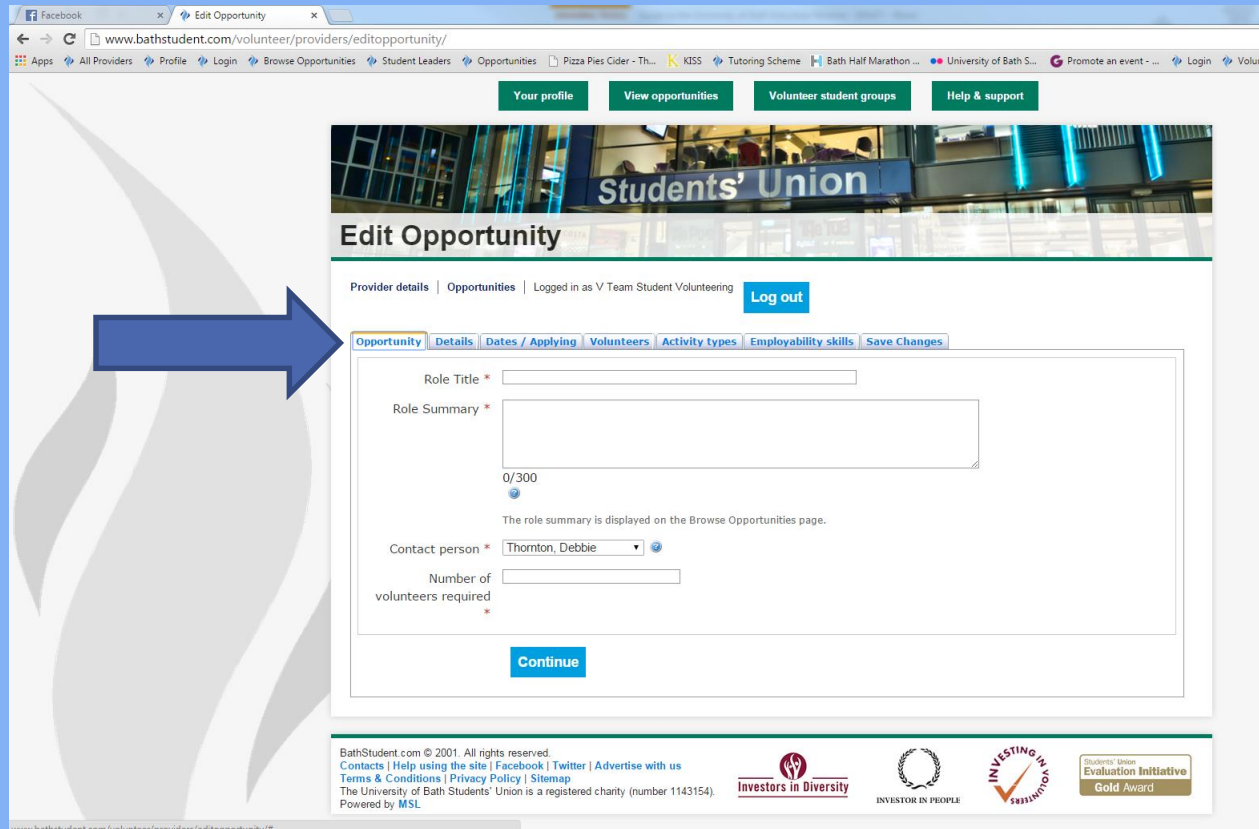
WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/LISTOPPORTUNITIES

ADD NEW OPPORTUNITY

When you log in you will be able to see your list of uploaded Volunteering Opportunities and edit them as required.

To add a new Volunteering Opportunity select "Add new opportunity" and then complete each tab as required.

Once your Volunteering Opportunity has been approved by the Volunteering Office it will be visible to Students, registered on the Volunteer Module, to view and to register their interest. You can edit your opportunity at any point and change the criteria so if you are likely to have a repeating opportunity all you will need to change is the date and the reply email.



VOLUNTEERING OPPORTUNITY

There are seven tabs that you will need to complete before your Volunteering Opportunity can be considered for activation to go live by the Volunteering Office.

Opportunity: Details of the Role; Title, Summary, Contact (in your organisation) and the number of volunteers required

Details:

Dates/Applying:

Volunteers:

Activity Types:

Employability Skills:

Save Changes:

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY

Please complete the opportunity by adding Details, Activity Types and Employability Skills.

This information will appear to students when they browse through opportunities. Use the below boxes to go into more detail, and they will see this information when they click onto the opportunity.

Benefits to Self *

0/500

Benefits to Others *

0/500

DBS required? *

Hours per week *

Location *

Transport information

0/500

Training information

0/500

Back Next

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY

OPPORTUNITY DETAILS

This tab will need to be completed with the following information:

Benefits to Self: What will the student get out of volunteering on this particular activity? Eg: Experience, Skills, Training, and/or Refreshments?

Benefits to Others: How will this volunteering be beneficial to the community or those directly involved?

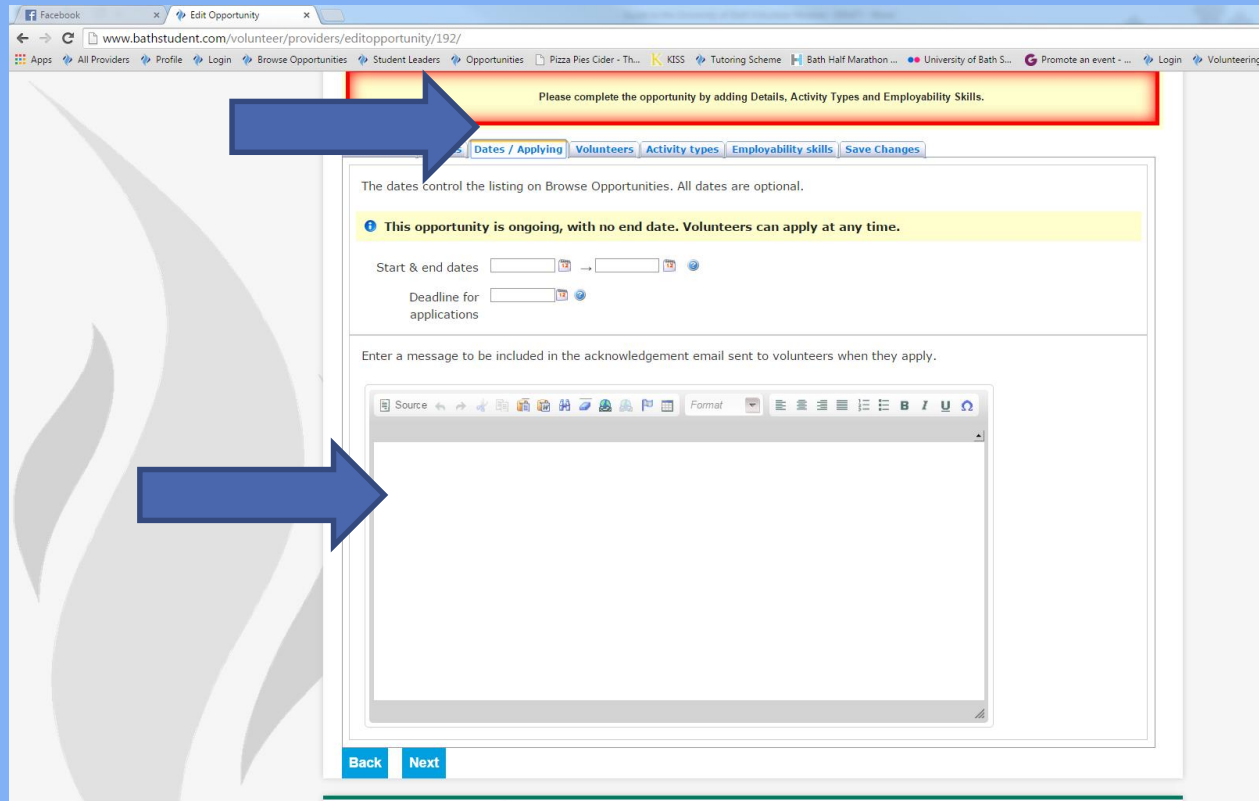
DBS required?: Will the student need to have a DBS Certificate to take part in this activity?

Hours per week: How long will the student be required to volunteer?

Location: Where will the volunteering activity take place? Bath or outside of the city?

Transport Information: Will you be providing transport or, if it is difficult to get to, will you provide travel advice/guidance?

Training Information: Will basic guidance be given on the day or will the student need to attend prior training? If they are required to attend a specific course details of the course timings should be given.



DATES/APPLYING

The tab headed Dates/Applying controls the dates listing on Browse Opportunities and the reply message.

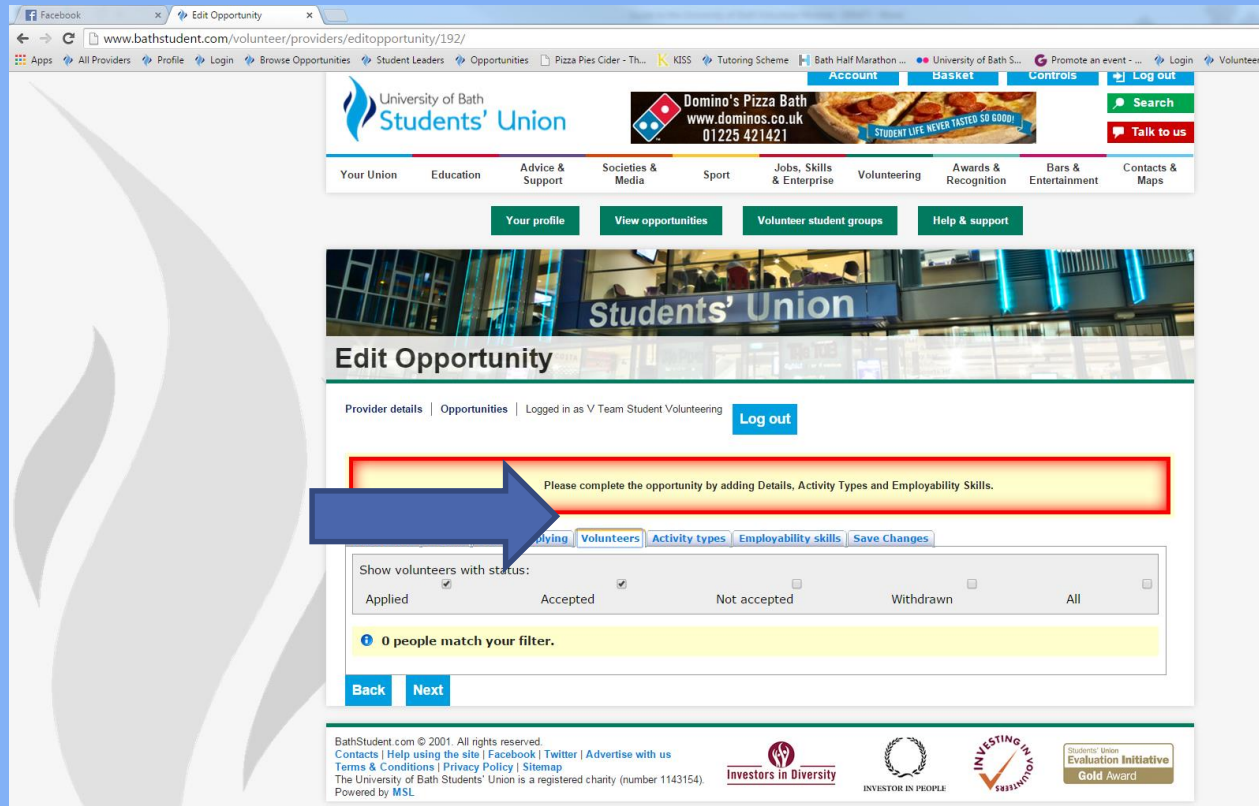
All dates are optional (if no date is included then the opportunity will remain listed until it is actively Expired by the Volunteering Office).

The Start and End dates refer to the actual date of the volunteering opportunity and the Deadline for Applications refers to when the opportunity will close (it's a good idea to keep this date as close to the Start Date as the students can see the opportunity until the stated Start Date)

Reply Email: As soon as a student signs up to volunteer on your opportunity they will receive an acknowledgement email from you; the content of which you should put in the message box detailed on this page. This is your chance to thank them for applying and to give them further information regarding the opportunity. You should also let them know what will happen next: do they need to meet you? Will there be a training/guidance event? What else do they need to know now?

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY



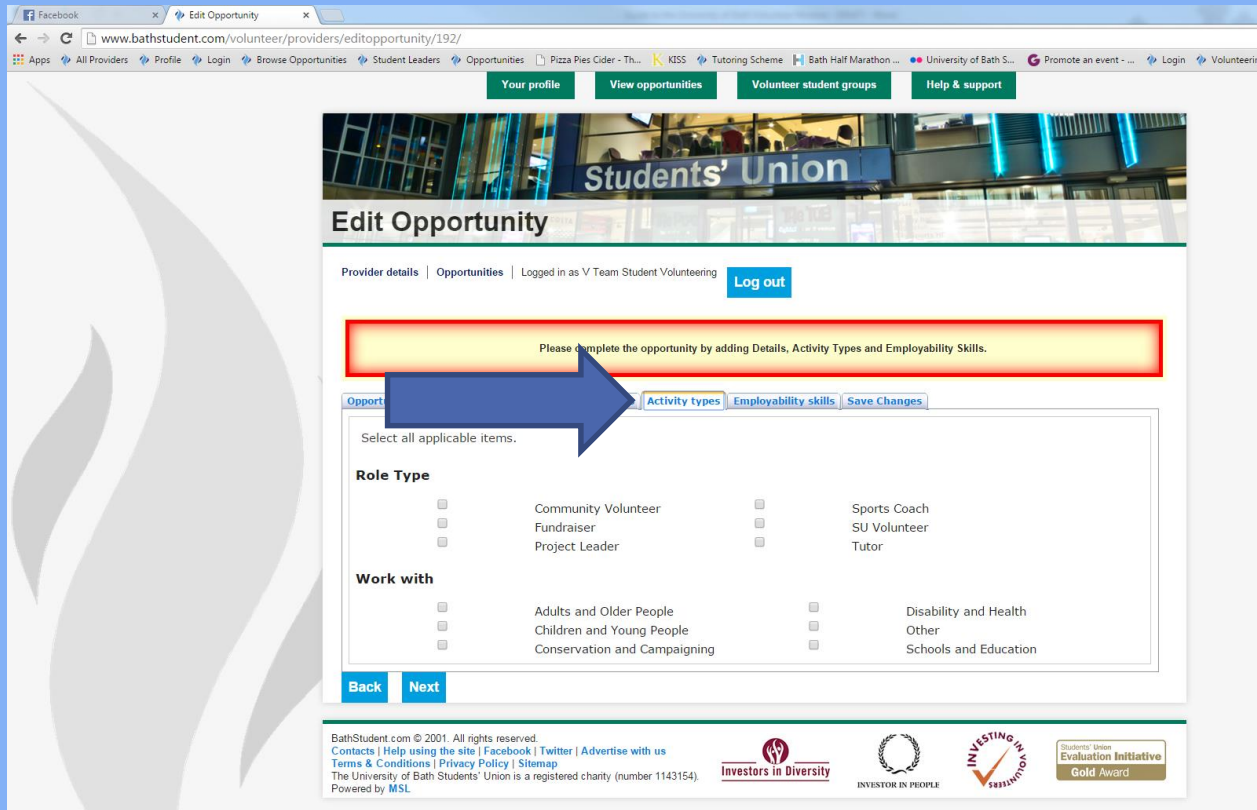
VOLUNTEERS

The Volunteers tab will have details of students who have registered to take part in your volunteering activity.

When the student has registered their Name, Email Address, Contact Telephone Number and the Date that they applied will all be visible to you. You can then contact the student with the relevant information that they may need, remembering that they will already have had an automatic email from you. Once you have corresponded with the student and have agreed the next steps you can choose to either Accept or Not Accept the student for this opportunity. Ideally you would give the student feedback before selecting these options. There is also an option for the student to Withdraw from the opportunity, although their details will still be listed it will show that they have Withdrawn.

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY



ACTIVITY TYPES

This tab relates to the Activity Types which refers to the details of the nature of the role and who the opportunity is aimed at or who the student volunteer will be volunteering/working with (feel free to select more than one as these categories are used by students as search terms):

Role Type:

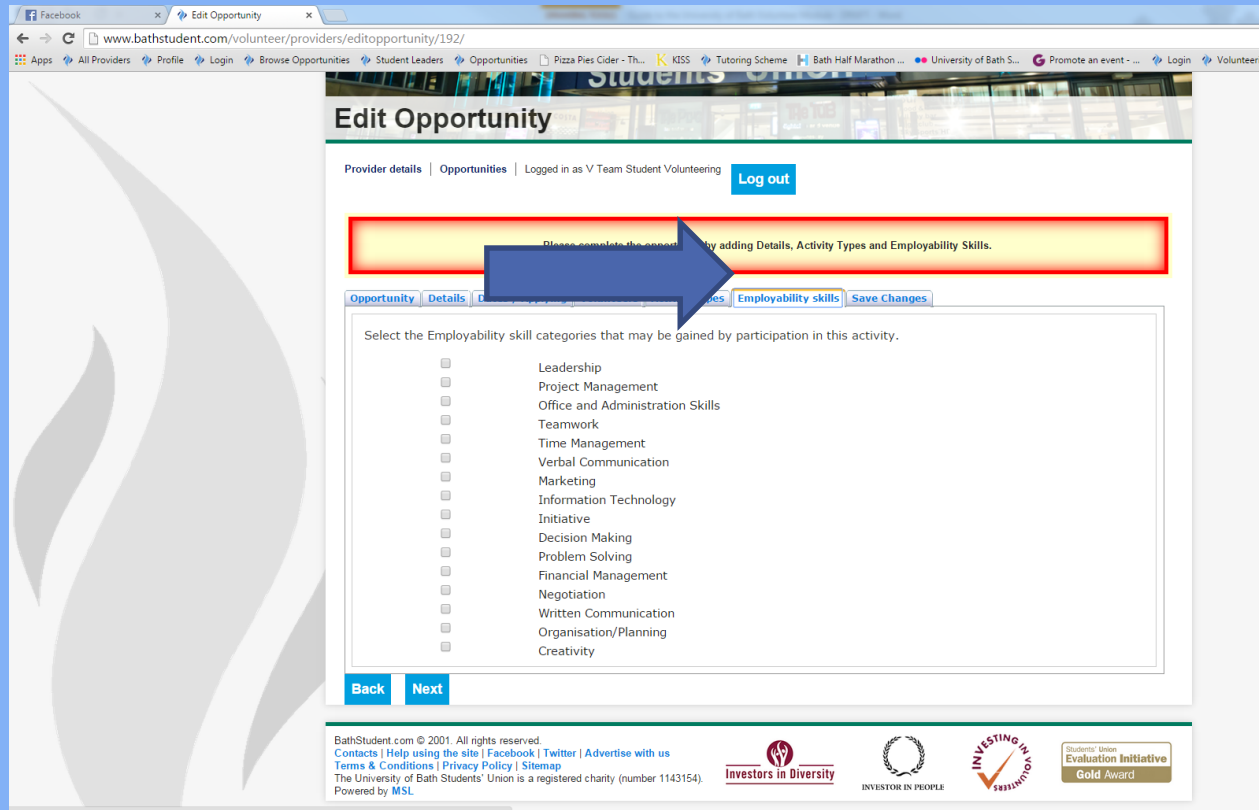
- Community Volunteer
- Fundraiser
- Project Leader
- Sports Coach
- SU Volunteer
- Tutor

Work with:

- Adults and Older People
- Children and Young People
- Conservation and Campaigning
- Disability and Health
- Schools and Education
- Other

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY



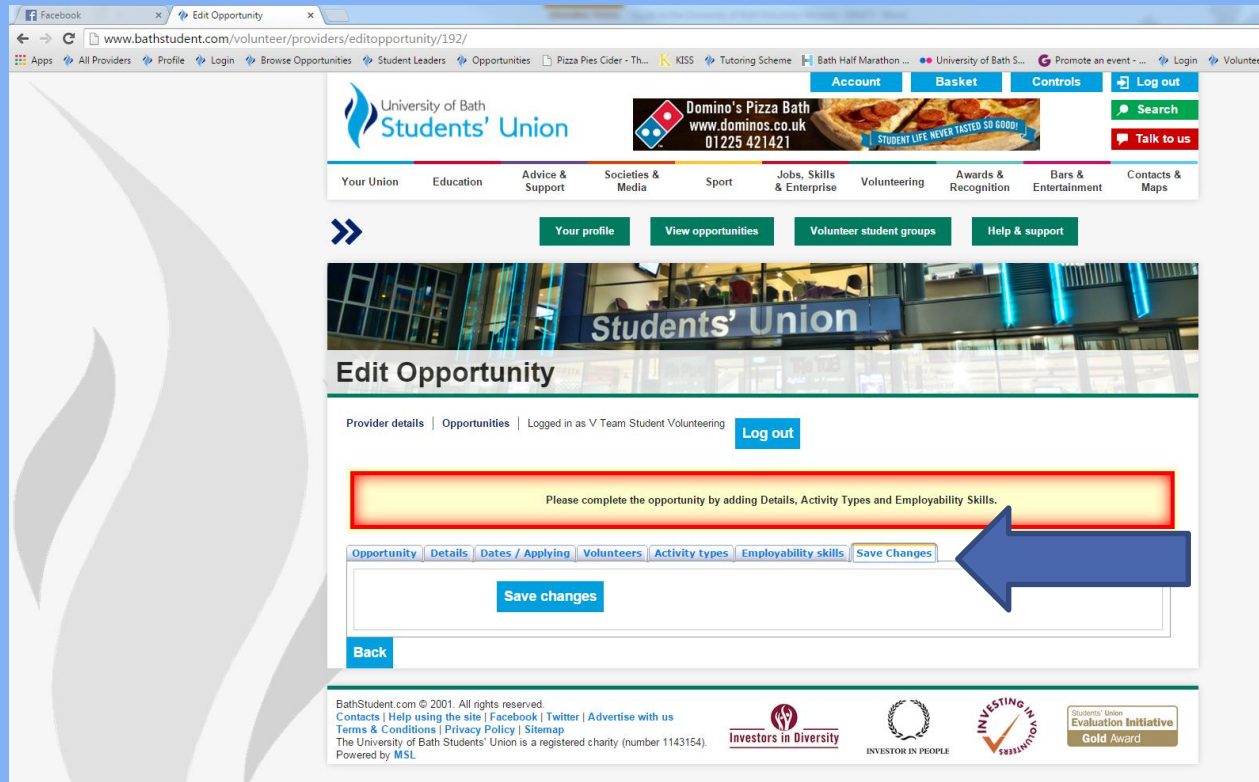
EMPLOYABILITY SKILLS

When a student selects a volunteering opportunity they often look at what skills it may give them undertaking this role. It is extremely helpful to the student in helping them decide whether the opportunity and their role would improve their employability skills. The attributes listed are examples of skills that they might reasonably expect to gain experience of whilst undertaking a volunteering opportunity, it is up to you which one(s) you think best apply to the role(s) that you are offering:

- Leadership
- Project Management
- Office and Administration Skills
- Teamwork
- Time Management
- Verbal Communication
- Marketing
- Information Technology
- Initiative
- Decision Making
- Problem Solving
- Financial Management
- Negotiation
- Written Communication
- Organisation/Planning
- Creativity

ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY

WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY

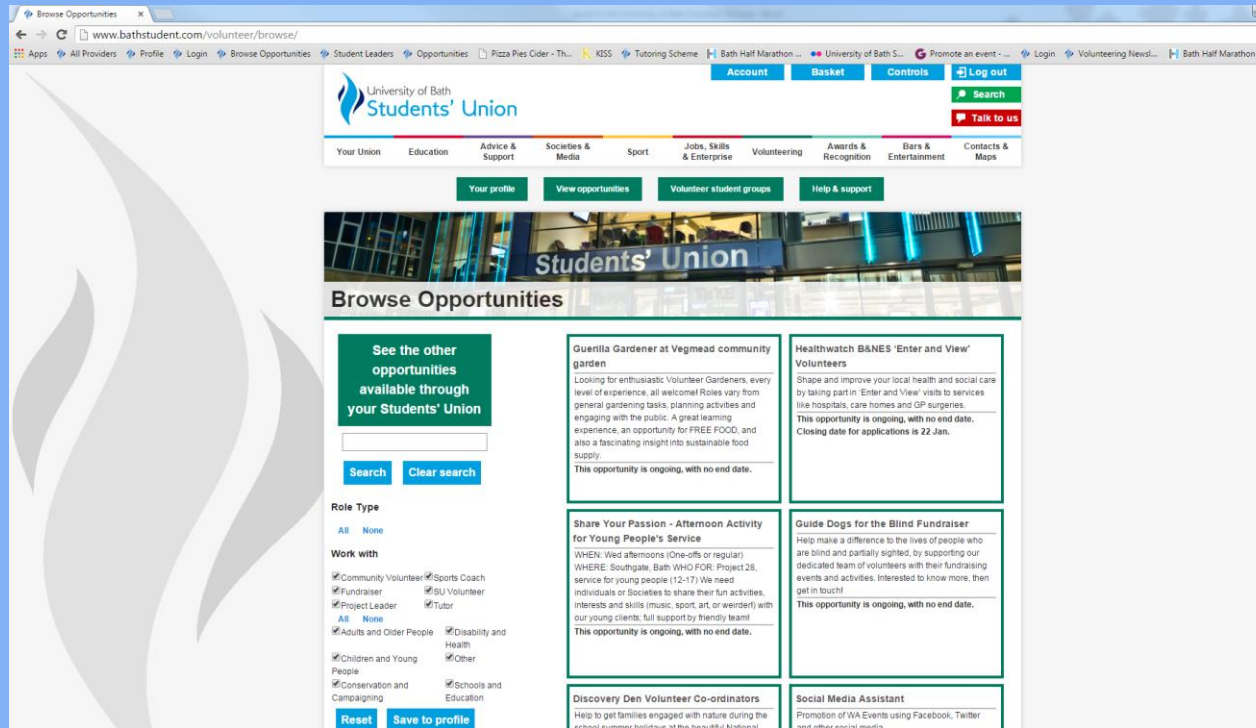


ORGANISATIONS (PROVIDERS) VIEW OF A NEW VOLUNTEERING OPPORTUNITY
 WWW.BATHSTUDENT.COM/VOLUNTEER/PROVIDERS/EDITOPPORTUNITY

SAVE CHANGES

Once you have completed all the information in each of the tabs you can save your changes by clicking the blue Save changes button. You will still be able to edit or change any aspect of this opportunity, even when it is live and available to students. If you would like to create an opportunity, but then return to it all you will need to ensure is that the first page has been completed and then you can go straight to the save changes tab and save the opportunity as it stands. It will be visible to the Volunteering Office and will show as incomplete, however once every tab has been completed the Volunteering Office will receive a notification stating that an opportunity is waiting verification.

It is at this stage that the Volunteering Office will check the opportunity to ensure that it is suitable for students and once satisfied that everything is in order will approve the opportunity which will then ensure that it is visible to students.



STUDENTS VIEW OF THE VOLUNTEERING OPPORTUNITIES

WWW.BATHSTUDENT.COM/VOLUNTEER/BROWSE

STUDENTS VIEW

Once a student has registered with the Volunteer Module they are able to view all the volunteering opportunities that have been uploaded, and approved, by the organisations that are registered on the system.

Students can use the various search tabs to find the volunteering opportunity that best fits both their availability and their skillset.

Note that timing of your volunteering opportunity is as important as what the event is. Students will have peak study times of the year, if you are in any doubt please do contact the Volunteering Office who will be happy to advise on any aspect of the Volunteer Module or Student Volunteers in general.