



Recording Volunteering Hours

A Guide for Managing Your Volunteering Account

STRATHCLYDE STUDENTS' UNION
90 John Street, Glasgow, G1 1JH
www.strathunion.com
0141 567 5000

Who is a volunteer?

Any Strathclyde University student who gives their time freely for the benefit of others is a volunteer recognised by Strath Union.*

Why should I record my volunteering hours?

Students who have recorded their hours of volunteering involvement with Strath Union are eligible to receive a Volunteering Hours Certificate every year. These can be requested from the Union's Student Engagement Team.

At the end of your degree, a full Volunteering Achievement Record showing all your volunteering roles, hours and awards will be given out alongside your Academic Transcript at Graduations. You can also request a reference letter from us.

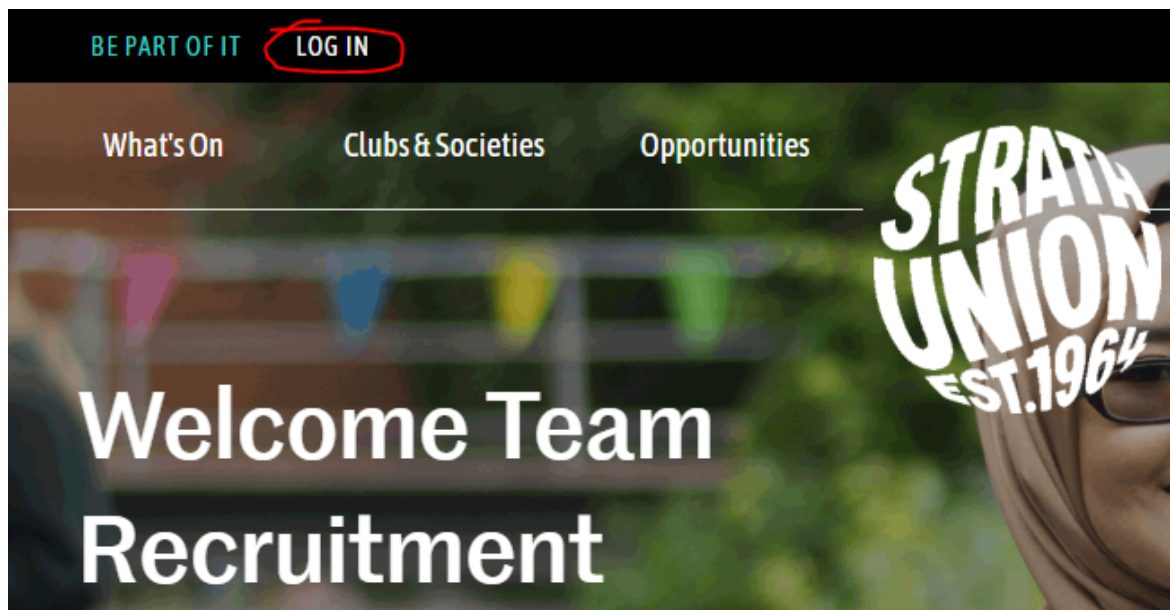
Once you've recorded enough hours (minimum of 15 - 25, depending on what kind of volunteering you do) you will also be eligible to apply for a Volunteer Discount Card.

You will also be helping us show the University and the wider community the impact student volunteers make during their studies.

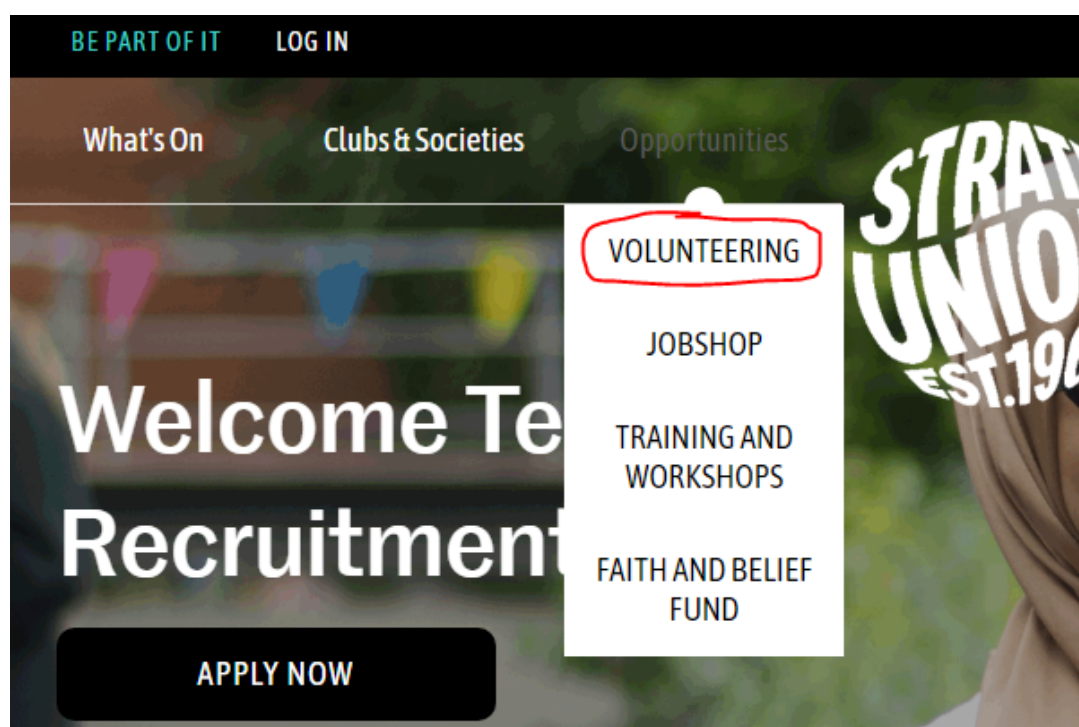
*The most common examples are: Clubs & Societies Exec, individual Club Committee members (i.e. Presidents, Treasurers, Secretaries), Sports Union Executives, Sports Clubs volunteers, Welcome Team members, Nightline Volunteers, Community Volunteers, Academic Reps, Union Officers and Student Trustees.

How do I log my volunteering hours?

Go to www.strathunion.com and log in to your student account.



Under 'Opportunities' in the top toolbar, select 'Volunteering'.



Under 'Log Your Hours & Skills' in the Menu section on the right hand side you can:

- Log volunteering hours
- View your volunteering profile
- Add new volunteering roles
- Keep track of training courses you've completed
- Add examples of employability skills for each of your roles.
- Download a Skills Record that shows all your volunteering and associated activities.

Volunteering

Volunteering is a great way to make a difference in your local community. You'll also get to meet loads of new people and have a lot of fun!

Strath Union volunteering offers a wide variety of different and exciting opportunities that you can fit around your University schedule. To support you in finding the best volunteering opportunity, we guarantee:

- flexible hours
- training to prepare you for the role
- support from our [Vice President Volunteering & Development](#) and our friendly team of staff
- travel expenses
- access to our [Participation Fund](#)
- access to a variety of additional training courses
- rewards and recognition for all your efforts

Menu

[Browse Opportunities](#) >

[Browse Organisations](#) >

[Log Your Hours & Skills](#) >

[Provider Login](#) >

[Training and Workshops](#) >

[Volunteer Discount Card](#) >

[Volunteer Stories](#) >

[Volunteering Policy](#) >

Once you've clicked on this section, you will be asked to select interest areas and set up a profile.

This will determine which future volunteering opportunities you will get notified about. You can select All or None, and change your preferences at any time.


Once you're set up, click either of the links circled in red to start logging your volunteering hours.

Student, Glasgow [Edit profile](#)

Volunteering Hours

[Click here to start logging volunteering hours.](#)


Award progress

 There is no award progress.

Active opportunities

Skills

You have not recorded any examples for the employability skills.

Strathclyde Volunteer Awards 

[VIEW ALL NEWS AND EVENTS](#)

Useful Links

- [Browse Opportunities](#) >
- [Browse Organisations](#) >
- [Profile](#) >
- [Hours Log](#) >
- [Other Log](#) >
- [Review Skills](#) >

You can now add your volunteering roles according to category. This includes:

- Club/Society Committee
- Community Volunteer
- Course Reps
- Union Officer

Volunteering / Profile / Hours Log

[Add Club/Society Committee Role](#)

[Add Community Volunteer Role](#)

[Add Course Rep Role](#)

[Add Union Officer Role](#)

If you're unsure which category your volunteering comes under, get in touch with us and we'll figure it out together!

Role *

Listening Volunteer

Project *

Nightline

Dates *

19/06/2019



→



End date is optional.

Add

Cancel



This is an example of what information is required to add a Community Volunteer role.

You can add as many different roles as you like, and you can include an end date immediately, or add it once you've finished volunteering in that role.

Next, click anywhere on the blue bar around the role to reveal the 'Log hours' bar, then click on that to start your log.

Community Volunteer Roles



- Listening Volunteer / Nightline / 19 Jun 2019 - ongoing

Edit

Delete

Add skill

Log hours

Log hours

Date *

19/06/2019



Activity description *

Committee Meetings - Semester 1

Hours *

20

hrs

00

mins



Add

Cancel

You can be as specific or general in your log as you would like - as long as you know what the activity is.

You can log each individual volunteering activity, or log everything in the same category per week, event, or semester - for example, here we have logged the volunteering time for all committee meetings in semester 1.

Your record should include meetings, planning, travel, booking rooms, attendance at events, research - anything you're doing to help!

Processing Volunteering Hours

Student Engagement Staff will ensure volunteering hours are authorised by Presidents, Convenors, or the named contact for the volunteering opportunity you've taken part in.

Your total record of hours for each academic year will be counted based on activity from 2 May until 1 May (the following year).

Your volunteering hours will only ever be processed by Strath Union and the University of Strathclyde - we will not share your data with any third parties, unless requested by you (for example, if you want us to provide a reference for your volunteering).

STAR Awards

As a volunteer, you will also be eligible to be nominated for an award in our annual recognition ceremony in March. The categories are announced on our website.

If you are shortlisted for an award, you will be invited to the dinner and ceremony, where you will also receive your volunteering hours certificate for the year. Any awards you win will be included in your transcript at Graduation.



Questions?

Hopefully this guide has helped you make sense of volunteering hours! If you have any questions, feedback, or just fancy a chat, you can email us on strathunion.volunteers@strath.ac.uk, give us a call on 0141 567 5056 or pop by our office in Level 7 of the Union Mon - Fri 10am - 5pm.

Strathclyde
Students'
Union

