



# Signing Up as a Volunteering Provider

A How to Guide for Community Organisations

STRATHCLYDE STUDENTS' UNION  
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# Hello,

Thank you for considering advertising different opportunities in your organisation to students and recruiting volunteers through us.

We've put together this document to make signing up as a volunteering provider a bit easier for you, and to give you a better idea of what to expect from us. If you do find yourself stuck at any stage, or are unsure of anything, we are here to answer any questions – just get in touch.

Student volunteers are an excellent asset, and can bring a lot to your organisation. Students are usually flexible with their days and times they volunteer. They are ready to explore different roles and willing to learn or test out new skills. Students treat volunteering as an opportunity, and we could not be more proud of them for the enthusiasm, energy and commitment they bring to their roles.

Our organisation gives you access to the 21,000 students in our institutions by advertising your volunteering opportunities on our website, giving your organisation access to our campus, and featuring volunteering opportunities on our social media. We also provide support, rewards and recognition to all volunteers with social events designed for community volunteers, additional training opportunities, skills and hours recording, a discount card for those eligible, a volunteering certificate, and the chance to be nominated for a Strathclyde Volunteer Award.

We hope you find this guide useful. We're excited to work with you, and to see what volunteering opportunities you can offer to our students!

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# What you will need to get started:

- A volunteer role description
- A designated contact person for volunteers
- Your charity registration number
- Copy of your public insurance policy
- A Volunteer Policy
- Copy of your Privacy Statement/Policy
- Copy of your expenses policy (if you have one)
- Copy of your expense claim form (if you have one)
- Your organisation's logo

# How it works

All students at Strathclyde have an account on our website. When they sign up, they create a volunteering profile, where they have marked different types of volunteering they might be interested in. They also log hours, record training sessions, and keep track of their skills through our website.

We advertise opportunities at [www.strathunion.com/volunteering/](http://www.strathunion.com/volunteering/). This section is a hub for all volunteers, including those involved in our clubs and societies, academic representation and sports, so it is one of the most visited pages on our website.

The screenshot shows the 'Volunteering' page on the Strathclyde website. The page has a teal header with navigation links: 'What's On', 'Clubs & Societies', 'Opportunities', 'Student Voice', 'Advice & Support', and 'Food & Drink'. The main heading is 'Volunteering'. Below the heading, there is a paragraph about volunteering and a list of benefits. A section titled 'Current Volunteering Opportunities' lists three options: 'Human Library Team', 'Feminist Society Committee', and 'English Cafe Tutors'. On the right side, there are two sections: 'Related news & events' featuring a photo of the 'Strathclyde Volunteer Awards' and a 'VIEW ALL NEWS AND EVENTS' button, and 'Useful Links' with a list of links: 'Browse Opportunities', 'Browse Organisations', 'Profile', 'Provider Login', 'Training Courses', and 'Volunteer Discount Card'. At the bottom right, there is another photo of a group of students.

What's On Clubs & Societies Opportunities Student Voice Advice & Support Food & Drink

## 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
- the chance to be nominated for a Strathclyde Volunteer Award

### Current Volunteering Opportunities

**Human Library Team** >  
The Human Library gives direct access to someone else's experience, by allowing people to 'borrow' a person for a...

**Feminist Society Committee** >  
Strathclyde Fem Soc raises awareness about the issues women face, gives a voice to every female student and works together...

**English Cafe Tutors** >  
The goal of the English Café is to give students the opportunity to practice their conversational English and meet new...

### Related news & events

TUE 31 OCT 2017  
Strathclyde Volunteer Awards

VIEW ALL NEWS AND EVENTS

### Useful Links


- Browse Opportunities >
- Browse Organisations >
- Profile >
- Provider Login >
- Training Courses >
- Volunteer Discount Card >

The page provides an introduction to what volunteering is about, shows volunteer tools, useful links and news, and also displays a scroll through list of 15 most recent opportunities.

Volunteering

## Browse Opportunities

Previous Showing 1 to 8 of 8 opportunities Next



**Schools Outreach Volunteers**  
Strathclyde Students' Union

This opportunity takes place from 01 Aug 2018.


We are looking for enthusiastic volunteers to plan and deliver Campus Days for 2nd year school pupils to give them an insight into university life. The aim is to help pupils from widening access backgrounds feel better informed about their options to enter higher education.

Type Children, Education, Mentoring, On-Campus, Widening Access, Young People

Communication Leadership Problem Solving Creativity Functionality Administration Adaptability

Team Work Management Campaigning

I am interested in this opportunity



**International Buddy Programme Mentors**  
Strathclyde Students' Union

This opportunity takes place between 01 Jul 2018 and 31 May 2019. Closing date for applications is 15 Jun.

The IBP is a peer support system that connects current students to new international students to help them adjust to Strathclyde student life. You will be the first point of contact for the internationals before and after arrival, guiding them through the challenging period of starting university in a new country.

Type Integration, Mentoring, On-Campus, Peer Support, Student Community

Communication Leadership Problem Solving Creativity

I am interested in this opportunity

Under 'Browse Opportunities' students can:


- view all active opportunities
- see the opportunity duration and short description
- go to full role description
- go to a list of all opportunities in an organisation
- filter opportunities according to type of volunteering
- register their interest

Under 'Browse organisations' students can:

- view a list of all organisations
- view organisation descriptions
- find opportunities attached to specific organisations


## Organisations

Search




**INCLUDED**

We help people with learning disabilities to get out and do things in their community. Our activities are as varied as our participants. We help our participants to: Travel Go shopping Take part in sports Learn reading, writing and counting Be creative Dance And much more!




**Marie Curie**

We support people who have been diagnosed with a terminal illness and their families. Marie Curie Helper is a befriending role that offers people with a terminal illness companionship and support in engaging in hobbies and interests to reduce social isolation.



**Strathclyde Students' Union**

Strath Union is an organisation dedicated to supporting students throughout their years at university and beyond.




**Volunteer Tutors Organisation**

Volunteer Organisation providing educational support to

Related news & events

TUE 31 OCT 2017  
Strathclyde Volunteer Awards



VIEW ALL NEWS AND EVENTS

Useful Links

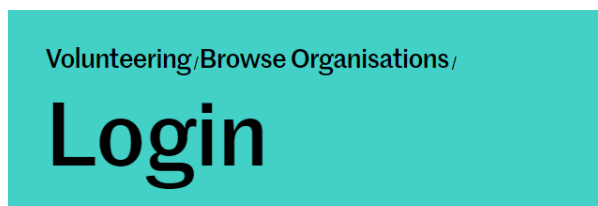
- Browse Opportunities >
- Browse Organisations >
- Profile >
- Provider Login >
- Training Courses >
- Volunteer Discount Card >

# Registering your organisation

All registered UK charities, social enterprises, non-profit organisation and public bodies are eligible to become volunteering providers.

First, you need to register your organisation on our website. To do this, go to [www.strathunion.com/volunteering/providers/login/](http://www.strathunion.com/volunteering/providers/login/)

- Click 'register'



Don't have a login? [Register here](#)

— Log In

Enter the email address and password you chose during registration.

Email address

Password

[Log in](#)

- Fill in the form you're redirected to

Already registered? [Login here](#)

## Register your organisation

[Details](#) | [Terms and conditions](#)

**Organisation details**

Organisation name \*

Location \*

Description

**Organisation contact information**

Email address \*

Phone number \*

Web address

Postal address \*  
Address line 1   
Address line 2   
Address line 3   
Address line 4   
Postcode

[Clear address](#)

**Primary contact person**

**i** You can add further contacts once registered.

First name \*

Last name \*

Job title \*

Email address \*

Mobile number \*

[Continue registration](#)

- Once you've finished filling in the details click 'continue registration'

Next, you will be prompted to agree to our Terms and Conditions. This is a Service Level Agreement between us and your organisation. You can download a copy [here](#).

Once you've accepted the T&Cs, you will be asked to provide the following:

- Public liability insurance details
- A PDF copy of the policy

Click 'continue' to move on to the next section

## Provider details

**Please complete your registration by entering your insurance details and policies.**

The screenshot shows a web form with a navigation bar at the top containing 'Details', 'Contacts', 'Insurance', 'Policies', and 'Change password'. The 'Insurance' tab is active. The main heading reads: 'Provider organisations are required to submit their Volunteer Policy.' Below this, there are three sections for document uploads:

- Expenses Policy:** Includes an 'Upload' button labeled 'Choose file' with 'No file chosen' and a help icon. The status below is 'No document uploaded'.
- Expenses Claim Form:** Includes an 'Upload' button labeled 'Choose file' with 'No file chosen' and a help icon. The status below is 'No document uploaded'.
- Volunteer Policy:** Includes an 'Upload \*' button labeled 'Choose file' with 'No file chosen' and a help icon. The status below is 'No document uploaded'.

A green 'Continue' button is located at the bottom of the form.

You will receive an email confirmation of your submission. We will review the registration within 3 working days. In some cases, we may request additional information before approving your registration.

As soon as your registration is approved, you will be able to upload a logo, add and edit volunteering opportunities, and manage your volunteers through our website.

*\* In some cases, where there is a justifiable need, we will be able to cover volunteer travel expenses from our budget. This should be agreed with our Student Opportunities Co-Ordinator.*

## Provider details

**Please complete your registration by entering your insurance details and policies.**

The screenshot shows a web form with a navigation bar at the top containing 'Details', 'Contacts', 'Insurance', 'Policies', and 'Change password'. The 'Insurance' tab is active. The main heading reads: 'Provider organisations are required to submit their Public Liability Insurance'. Below this, there is a section for 'Public Liability Insurance' with the following fields:

- Insurer name \***: A text input field.
- Policy number \***: A text input field.
- Expiry date \***: A date picker field.
- Upload policy document (PDF) \***: Includes a 'Choose file' button and the text 'No file chosen'.

A green 'Continue' button is located at the bottom of the form.

Here you will be asked to upload your:

- Expenses Policy\*
- Expenses Claim Form
- Volunteer Policy

These can be either in Word or PDF format.

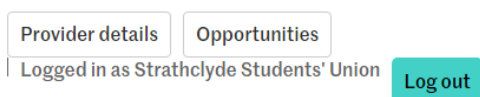
Click 'continue' to submit your registration information to us.

# Adding opportunities

Once your registration has been approved, you will be able to add volunteering opportunities. These will link to the Browse Opportunities list and your organisation's profile.

First, you will need to log in through:

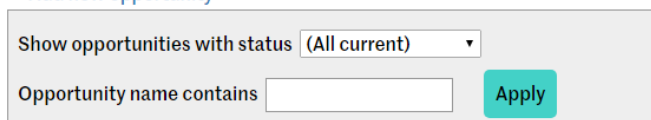
[www.strathunion.com/volunteering/providers/login/](http://www.strathunion.com/volunteering/providers/login/)



Click on this button to get started

## Opportunities

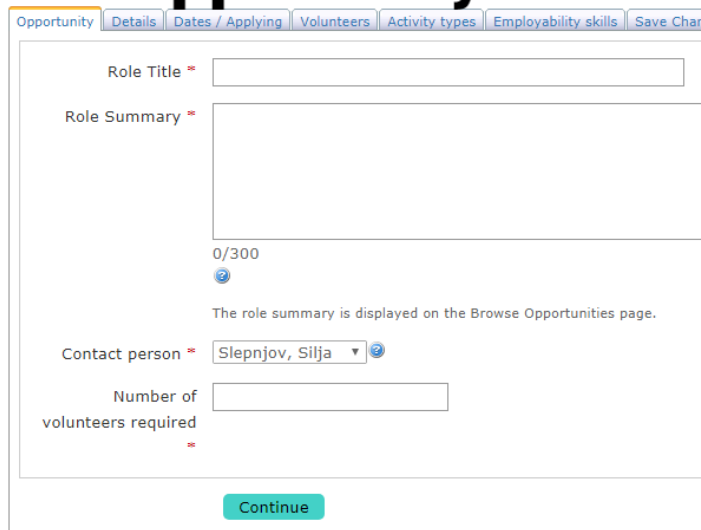
[+ Add new opportunity](#)



You can now add:

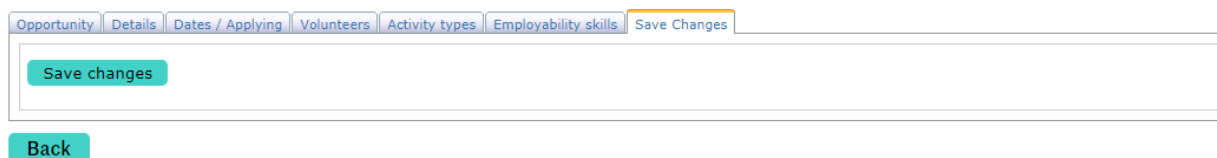
- General information about the role, including
  - Role title & summary
  - Number of volunteers
  - Benefits to self & others
  - Training information
  - Support & supervision details
- Duration of the opportunity
- Application deadlines
- Interest categories
- Employability skills

## Edit opportunity



You can click 'continue' to move between sections, or select a tab to jump to.

The next step is crucial: go to the 'Save Changes' tab and click on the green button to complete adding the opportunity.



The form does not save automatically, so you will lose all the information you have entered if you navigate away from the page without saving the changes.

The opportunity need to be approved by us - we will do this within 3 working days.



# Managing volunteers

Volunteers can now apply to your opportunity! If they do, the contact person in your organisation receives a notification.

To accept a volunteer, go to

[www.strathunion.com/volunteering/providers/login/](http://www.strathunion.com/volunteering/providers/login/)

- click 'Edit opportunity'
- select the 'Volunteers' tab
- Click the green tick button

## Edit opportunity

**This opportunity is approved and active.**

The screenshot shows the 'Volunteers' tab in the 'Edit opportunity' interface. At the top, there is a navigation bar with tabs for 'Opportunity', 'Details', 'Dates / Applying', 'Volunteers', 'Activity types', 'Employability skills', and 'Save Changes'. Below the navigation bar, there is a filter section for 'Show volunteers with status:' with radio buttons for 'Applied', 'Accepted', 'Not accepted', 'Withdrawn', and 'All'. A yellow banner indicates '7 people match your filter.'. Below this is a table with columns: Name, Email, Phone, Applied, Status, and two columns with green and red icons. The table contains 7 rows of volunteer data. At the bottom of the table, there is a 'Download sign-in sheet' button and 'Back' and 'Next' buttons.

Name	Email	Phone	Applied	Status		
a			10 Jun 2018	Applied	✓	✗
B			09 Jun 2018	Applied	✓	✗
D			31 May 2018	Applied	✓	✗
M			29 May 2018	Applied	✓	✗
M			18 May 2018	Accepted		✗
M			16 May 2018	Accepted		✗
K			06 May 2018	Accepted		✗

You can also stop a volunteer's placement by clicking the red button.

The window will also show you the contact details.

You can download a sign-in sheet, which will list all the volunteers' names.

*Note that in accordance with the General Data Protection Regulation (GDPR), any data that you store outside of our website platform should be encrypted, or in the case of paper copies, kept in a secure, locked location. No personal data should be shared with a third party without explicit, written consent from the individual(s) whose data might be affected.*

This should give you all the tools you need to start working with our volunteers. If you have any questions, please don't hesitate to get in touch.

Strathclyde  
Students'  
Union

