**HANDOVER & EVALUATION FORM**

**STUDENT-LED VOLUNTEERING PROGRAMME**

All Project Leaders involved in running your Student-Led Project, this academic year, should be given the opportunity to contribute to this Handover & Evaluation Form, before it is submitted to your [SLP webpage](https://studentsunionucl.org/volunteering/organisations).

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| Student-Led Project Name: |
| Project Email Address: |
| Date: |

1. What were your outcomes, how did you measure them, and what did you learn? **(Please refer to your completed Project Plan and Budget Form for details of your project’s outcomes and measurement tools)**

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| Outcome 1: | Measurement tool 1: | What we learnt: |
| Outcome 2: | Measurement tool 2: | What we learnt: |
| Outcome 3: | Measurement tool 3: | What we learnt: |

Add extra rows where you had more than three outcomes

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| 1. Please list all of the Project Leaders who ran your Student-Led Project, this academic year, detailing their role and the tasks that they completed. This information will help next year’s Project Leaders, when they are delegating tasks.
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| 1. Please outline any unexpected outcomes of your Student-Led Project
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| 1. Do you have any other evidence about the difference your project has made? If so, please tell us about it.
 |
| 1. How many individuals directly benefited from your project? For example, how many people attended your sessions or events?
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| 1. Please provide the full names and UCL email addresses of the students that volunteered with your project, this academic year. This should include any volunteers that completed at least one session.

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| **Volunteers’ Full Name** | **Volunteers’ UCL Email Address** | **Volunteering Activities Completed** | **Number of Hours Completed** |
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| 1. Did you work with anyone else from UCL on this project? Such as departmental tutors. Please provide their full names and UCL email addresses
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| 1. Please provide details of your Partner Organisations. Please also include organisations that provided you with advisory support.

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| **Organisation’s Name** | **Organisation’s Address (including postcode)** | **Contact Name** | **Contact’s Email Address** |
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| 1. What do you think went particularly well with your project?
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| 1. What problems or difficulties did you face?
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| 1. What would you do differently next time?
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| 1. What did you get out of the experience of leading this project?
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| 1. What advice would you give to the new Project Leaders?
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| 1. Please provide any feedback you received from your Partner Organisation, including feedback on things that went well and areas for improvement. This will support next year’s Project Leaders to implement any changes needed.
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| 1. In what ways could the Volunteering Service provide better support? (please be honest!)
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| 1. Do you have any further comments you wish to add?
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| 1. Please provide the full names and UCL email address of the students who will be running your Student-Led Project, next academic year.
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| 1. Please complete an inventory of the project equipment and a timetable of when activities were completed using the tables below.
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**EQUIPMENT INVENTORY**

* Please take an inventory of your project equipment, so the new Project Leaders know what equipment is available and where it is stored.

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| --- | --- | --- | --- | --- |
| **Date** | **Item** | **Quantity** | **Condition** | **Where is it? / Who has got it?** |
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**USERNAMES & PASSWORDS**

* Please note down the usernames and passwords for any online platforms, cloud storage, social media accounts or websites that you use for your Student-led Project.

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| --- | --- | --- | --- |
| **Website Address** | **Username** | **Password** | **Account expiry date (if applicable)** |
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Finally, write your timetable for your project in the template below. This will be invaluable for future Project Leaders. Do not just reprint the timeline from your project plan – but give a real picture of what happened when.

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| **Title/Project Name** |
| **Date/Month/Year** | **Tasks Completed** |
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| **Date/Month/Year** | **Tasks Completed** |
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**Data Protection:** We will use the information you provide in this form only for administration purposes relating to our Student Led Projects scheme. The leaders on the project will be able to view your name, email addresses, and phone number, but not other details you submit. We will also inform the leaders once you have met safeguarding requirements such as DBS checks, training attendance and reference checking. Your details may also be passed to external partner organisations where you will be volunteering, such as a school, hospital or community organisation, as they might need to know who is coming onto their premises and whether they have met safeguarding requirements. We won’t share your information with anyone else unless you’ve given explicit consent for us to do so. We’ll retain your details until you graduate from UCL. We take good care of your data – you can see full details at <https://studentsunionucl.org/data-protection-and-privacy-policy>