CHECKLIST – RUNNING A STUDENT-LED PROJECT

STUDENT-LED VOLUNTEERING PROGRAMME

If you want to run a Student-Led Project through the Student-Led Volunteering Programme, below are a list of tasks you need to complete. Please read each section carefully, so you do not miss important tasks. **Tasks highlighted in orange are optional. Tasks highlighted in blue are only required for projects that work with children and/or young people.**

**Getting Started**

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| **Task** | **Completed (ü)** |
| Read and sign our [**Project Leader Agreement**](https://studentsunionucl.org/forms) |  |
| Recruit additional Project Leaders if needed. We recommend each project has a minimum of 2 Project Leaders |  |
| Book onto our mandatory [**Project Leader Training**](https://studentsunionucl.org/project-leader-training) |  |
| Use our [SLP Webpage User Guide](https://studentsunionucl.org/policies-and-guidance) to help you learn how to use your [SLP Webpage](https://studentsunionucl.org/volunteering/organisations) |  |

**Planning**

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| **Task** | **Completed (ü)** |
| Read our [**Working with Children, Young People and Schools Policy**](https://studentsunionucl.org/policies-and-guidance)and  [**Child Safeguarding Policy**](https://studentsunionucl.org/policies-and-guidance) |  |
| If your project works with vulnerable adults, read our [**Vulnerable Adults Safeguarding Policy**](https://studentsunionucl.org/policies-and-guidance) |  |
| All Project Leaders to complete our [**Volunteering with Children training** **course**](https://studentsunionucl.org/training-and-events) |  |
| Meet with your Project Supervisor to discuss your plans for this academic year |  |
| Read our [**guidance on how to complete our Project Planning and Budget form**](https://studentsunionucl.org/project-planning-and-budget-form-guidance) |  |
| Complete and submit your [**Project Planning and Budget form**](https://studentsunionucl.org/forms)using your [SLP Webpage](https://studentsunionucl.org/volunteering/organisations) |  |
| Read our [**guidance on how to complete our Risk Assessment form**](https://studentsunionucl.org/risk-assessment-form-guidance)andview our[**template risk assessments**](https://studentsunionucl.org/sites/default/files/2022-07/Template%20Risk%20Assessment%20Forms.xlsx) |  |
| Read the [**Volunteering Service Health & Safety Manual**](https://studentsunionucl.org/policies-and-guidance) |  |
| Complete a [**Risk Assessment Form**](https://studentsunionucl.org/forms) and submit it, using your [SLP Webpage](https://studentsunionucl.org/volunteering/organisations) at least 4 weeks before you commence any project activity |  |
| Plan your [**volunteer induction and training programme**](https://studentsunionucl.org/volunteer-induction-and-training) |  |
| Create a plan for each of your volunteering sessions. Use our [**Session Plan**](https://studentsunionucl.org/sites/default/files/u3837/documents/session_plan.docx) template for guidance |  |
| [**Plan how you will evaluate your project**](https://studentsunionucl.org/planning-your-evaluation) |  |

**Find a community partner**

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| **Task** | **Completed (ü)** |
| Read our [**Tips for Working with Partner Organisations**](https://studentsunionucl.org/tips-for-working-with-partner-organisations). |  |
| Send your Project Supervisor an [**advert for our monthly SLP Partners’ Newsletter**](https://studentsunionucl.org/finding-partner-organisation), which is sent to local organisations and schools. |  |
| Inform your Project Supervisor about any organisations or schools you wish to contact independently |  |
| Ask your partner organisation if they can provide relevant training for your volunteers e.g. disability awareness training |  |
| Complete a [**Partnership Agreement Form**](https://studentsunionucl.org/forms) for each of your partner organisations and submit via your [**SLP webpage**](https://studentsunionucl.org/volunteering/organisations) |  |

**Recruiting Volunteers**

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| **Task** | **Completed (ü)** |
| Create a volunteer vacancy through your [**SLP webpage**](https://studentsunionucl.org/volunteering/organisations) |  |
| Register to attend one of our Volunteering Fairs |  |
| [**Place an advert in the Volunteering Service Newsletter**](https://studentsunionucl.org/writing-volunteer-recruitment-adverts) |  |
| Regularly check the Expressions of Interest tab of your [**SLP Webpage**](https://studentsunionucl.org/volunteering/organisations) to check if anyone has expressed an interest in volunteering with your SLP |  |
| Email all students who expressed an interest in volunteering with your SLP with instructions detailing how they can get involved |  |
| Once recruited, register your volunteers on your [**SLP webpage**](https://studentsunionucl.org/volunteering/organisations) |  |
| Arrange an [**induction meeting**](https://studentsunionucl.org/volunteer-induction-and-training) for your volunteers to prepare them for their role. |  |
| If your volunteers require DBS checks, send them our [**guidance on how to apply for a DBS check**](https://studentsunionucl.org/disclosure-and-barring-service-checks)**.** |  |
| Ensure all of your volunteers complete our [**Volunteering with Children course**](https://studentsunionucl.org/for-current-volunteers) before they start volunteering |  |
| Check your [**SLP webpage**](https://studentsunionucl.org/volunteering/organisations) to ensure that your volunteers have completed the mandatory checks and training before they start volunteering |  |
| Make sure that volunteers are familiar with our [**Accident & Emergency Procedures**](https://studentsunionucl.org/volunteering/student-led-volunteering/project-leader-resources/volunteering-service-accident) |  |
| Ensure that all volunteers are familiar with the key control measures and actions contained in your risk assessment |  |

**Running your project**

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| **Task** | **Completed (ü)** |
| Keep in regular contact with your volunteers, including during periods when there are no activities planned |  |
| Provide regular updates to your partner organisations |  |
| Keep a record of the number of hours that your volunteers have completed so that you can verify this for their [**HEAR Report**](https://studentsunionucl.org/articles/add-your-volunteering-to-your-hear) |  |
| Submit your [**Monthly Activity Reports**](https://studentsunionucl.org/forms) through your [**SLP webpage**](https://studentsunionucl.org/volunteering/organisations) |  |
| Ensure that all activities are run safely and the guidance in the [**Volunteering Service Health & Safety Manual**](https://studentsunionucl.org/policies-and-guidance)is followed |  |
| Report any incidents to your Project Supervisor and by using the [**UCL Incident Form**](https://studentsunionucl.org/forms) |  |
| Implement the measurement tools identified in your Project Plan and Budget form |  |

**Handover & Evaluation**

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| **Task** | **Completed (ü)** |
| Create a short report on the impact of your Student-Led Project and share with your partner organisation, volunteers and Project Supervisor |  |
| Recruit new Project Leader’s for next academic year and inform the SLP Team of the contact details for these students |  |
| Complete the Volunteering Service’s [**Handover & Evaluation Form**](https://studentsunionucl.org/forms) |  |
| Attend a Handover and Evaluation Meeting |  |
| Transfer all the project documentation to the new Project Leaders |  |
| Outgoing Project Leaders to delete any personal data that they have, related the Student-Led Project, from their personal devices. |  |

You can access all forms and guidance from our [**Project Leaders Resources webpage**](https://studentsunionucl.org/volunteering/student-led-volunteering/project-leader-resources).

If you have any questions about the tasks included in this checklist, please email your Project Supervisor.