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**

|  |  |
| --- | --- |
| **Task** | **Completed (ü)** |
| Read and sign our **Project Leader Agreement** |  |
| Recruit additional Project Leaders if needed. We recommend each project has a minimum of 2 Project Leaders |  |
| Book onto our mandatory Project Leader Training |  |

**Planning**

|  |  |
| --- | --- |
| **Task** | **Completed (ü)** |
| Read our **Working with Children, Young People and Schools Policy** and **Child Safeguarding Policy** |  |
| If your project works with vulnerable adults, read our **Vulnerable Adults Safeguarding Policy** |  |
| All Project Leaders to complete our Volunteering with Children course |  |
| Meet with your Project Supervisor to discuss your plans for this academic year |  |
| Attend our themed Drop-In Sessions for guidance on our key project planning procedures |  |
| Read our **guidance on how to complete our Project Planning and Budget form** |  |
| Complete and submit your **Project Planning and Budget form** using your SLP Webpage |  |
| Read our **guidance on how to complete our Risk Assessment form** |  |
| Read the **Volunteering Service Health & Safety Manual**  |  |
| Complete a **Risk Assessment Form** and submit it, using your SLP webpage at least 4 weeks before you commence any project activity |  |
| Plan your **volunteer induction and training programme** |  |
| Create a plan for each of your volunteering sessions. Use our **Session Plan** template for guidance |  |
| **Plan how you will evaluate your project** |  |

**Find a community partner**

|  |  |
| --- | --- |
| **Task** | **Completed (ü)** |
| Read our **Tips for Working in Schools**. |  |
| Send your Project Supervisor an advert for our monthly SLP Partners’ Newsletter, 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** for each of your partner organisations and submit via your SLP webpage |  |

**Recruiting Volunteers**

|  |  |
| --- | --- |
| **Task** | **Completed (ü)** |
| Create a volunteer vacancy through your SLP webpage |  |
| Register to attend one of our Volunteering Fairs |  |
| Place an advert in the Volunteering Service Newsletter |  |
| Regularly check the Expressions of Interest tab of your SLP Webpage to check if anyone has expressed an interest in volunteering with your SLP |  |
| Once recruited, register your volunteers on your SLP webpage |  |
| Arrange an induction meeting for your volunteers to prepare them for their role. |  |
| If your volunteers require DBS checks, send them our **information sheet on how to apply for a DBS check.** |  |
| Ensure all of your volunteers complete our Volunteering with Children course before they start volunteering |  |
| Check your SLP webpage to ensure that your volunteers have completed the mandatory checks and training before they start  |  |
| Make sure that volunteers are familiar with our **Accident & Emergency Procedures** |  |
| Ensure that all volunteers are familiar with the key control measures and actions contained in your risk assessment |  |

**Running your project**

|  |  |
| --- | --- |
| **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 |  |
| Submit your **Monthly Activity Reports** through your SLP webpage |  |
| Ensure that all activities are run safely and the guidance in the **Volunteering Service Health & Safety Manual** is followed |  |
| Report any incidents to your Project Supervisor and by using the **UCL Incident Form** |  |
| Implement the measurement tools identified in your **Project Plan and Budget form** |  |

**Handover & Evaluation**

|  |  |
| --- | --- |
| **Task** | **Completed (ü)** |
| Create a short report on the impact of your Student-Led Project |  |
| Share this short report 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** |  |
| 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 for the volunteers |  |

You can download all forms and information sheets **(highlighted in bold)** 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.