

Sample Timeline – Citizenship & Crime Student Led Project

Task List	How long will it take?	Start	Finish	Who is in charge of this?
Start Project		15-Sep		
Funding				
Draw up budget	2 wks	15-Sep	28-Sep	Neil
Submit budget to Volunteering Service	2 days	29-Sep	30-Sep	Neil
Hear back from Volunteering Service re: budget		14-Oct		
Purchase materials	2 days	24-Nov	25-Nov	Ilona
Volunteer recruitment				
Draw up volunteer role, including person specification	1 day	15-Sep	15-Sep	Neil
Prepare recruitment letter, letters to referees, information pack for volunteers	1 day	15-Sep	15-Sep	Neil
Put recruitment advert in Volunteering Service newsletter	1 day	30-Sep	30-Sep	Neil
Send out recruitment email via Law Faculty	1 day	30-Sep	30-Sep	Neil
Design and print posters	2 wks	16-Sep	29-Sep	Ben
Put posters up around Law Faculty and UCL	1 day	03-Oct	03-Oct	Ben, Neil, and others
Attend Volunteering Fair (draw up rota)	1 day	03-Oct	03-Oct	Neil
Collect names and email addresses of interested students	3 wks	03-Oct	21-Oct	Neil
Run first information session	1 day	11-Oct	11-Oct	Neil/Amrita
Run second information session	1 day	19-Oct	19-Oct	Neil/Amrita
Screening				
Ensure all volunteers are given information on completing a DBS	2 wks	11-Oct	24-Oct	Amrita
Ensure all students are sent link to register via SLP Online Platform	1 day	11-Oct	11-Oct	Amrita

Task List	How long will it take?	Start	Finish	Who is in charge of this?
Check the platform for volunteers who have a DBS check and have attended Volunteering with Children training	1 day	08-Dec	09-Dec	Amrita
Chase up students who've not completed registration form or applied for a DBS check	1 day	08-Dec	09-Dec	Amrita
Identifying schools				
Draw up list of things to discuss with schools	1 day	15-Sep	15-Sep	Maggie
Ask Project Supervisor to contact schools	1 day	25-Nov	25-Nov	Maggie
Preparatory work with schools				
Meet with schools – identify group sizes, dates, procedures	3 wks	10-Jan	30-Jan	Maggie
Follow up each meeting with written notes and project partner agreement.	3 wks	17-Jan	06-Feb	Maggie
Draw up evaluation forms for young people.	3 days	01-Feb	04-Feb	Maggie
Week before each event – follow up email confirming arrangements	1 day	01-Mar	31-Mar	Maggie
Day before each event – follow up email and/or phone call confirming arrangements	1 day	07-Mar	03-Apr	Maggie
Follow up work				
Write to schools to thank them for participation, and to send evaluation form	1 day	07-Apr	07-Apr	Neil
Meet with participants for debrief for whole programme	1 wk	24-Apr	28-Apr	Neil
Meet with volunteers to gather feedback. Email questionnaires to those who could not attend	1 wk	24-Apr	28-Apr	Ilona
Write evaluation report	2 wks	09-Jun	22-Jun	Neil