

Dear Project Leaders

Welcome to the Student-Led Volunteering Programme!

Your Project Supervisor will support you with the development of your Student-Led Project (SLP).

While you are a Project Leader, you will receive this monthly bulletin which contains important information about the programme, so please take the time to read these communications carefully.

This bulletin includes information about the: -

1. [rules that you must follow](#) to ensure that your project is covered by the Union's insurance.
2. [different methods of communication](#) we will use to provide you with important information.
3. [resources to support you](#) to manage your Student-Led Project.
4. Volunteering Fairs and [important information about securing a stall](#).

Requirements of the Student-Led Volunteering Programme

To ensure that your Student-Led Project is covered by the Union's insurance, you must: -

- a. Complete a [risk assessment](#) before you undertake any project-related activity. A new risk assessment needs to be completed each academic year and you are not permitted to start your project until this risk assessment has been approved.
- b. Only partner with London-based organisations.
- c. Recruit your project beneficiaries through your partner organisation (the school or organisation that your project will be working with) and all communication with your beneficiaries, outside of the volunteering sessions, must be done through staff from the organisation.
- d. Only recruit current UCL students to volunteer with your project
- e. Ensure that your volunteers are registered on your [SLP Webpage](#). Our [SLP Webpage User Guide](#) will explain how to do this.
- f. **NOT** use Google Docs or Google Drive to store personal information because they are not GDPR compliant. You can use [Microsoft Forms](#) to collect information, which all UCL students have access to. Complete the [UCL Data Protection Training](#), which includes best practise on collecting and storing personal data.
- g. Send all email communication, regarding your project, from an UCL email address. This can either be your personal UCL email address or a project UCL email address. If you are a new project and would like to request a UCL email address for your project, email slvpadmin@ucl.ac.uk.

How we will Communicate with You

While you are a Project Leader, you will

- a. receive this monthly bulletin.
- b. receive targeted emails your Project Supervisor and members of the Student-Led Projects Team, to support you with the management of your project.
- c. be added to our Microsoft Teams group for Project Leaders where we will post important information. You can also use this group to communicate with Project Leaders from other Student-Led Projects and to obtain support from our staff team as well as your peers.

It is also important that you keep your Project Supervisor updated with developments in your Student-Led Project. To help with this, please ensure that you copy your Project Supervisor into all email correspondence between your Project Leader Team and UCL departmental contacts or representatives from schools or external organisations. You do not need to copy your Project Supervisor into emails between just the members of your Project Leader team.

Resources to Support you with Managing your SLP

You can use the following resources to support you with the management of your project.

- a. Our [Checklist for Student-Led Projects](#) contains a list of all the important tasks that you will need to complete.
- b. The [Project Leader Resources webpage](#) includes links to all our important forms
- c. Each Student-Led Project is assigned a project webpage which must be used to upload important documents for your project as well as to make a record of your volunteers. Your [SLP webpage](#) will also support you to recruit and manage your volunteers and this is where you need to upload your project's [risk assessment](#) and [project plan](#). SLP webpages are integrated with our Volunteering Directory. This means that any volunteering roles that you advertise through this webpage will be advertised on a level playing field with our registered community organisations and that UCL students can search for volunteer vacancies with our Student-Led Projects based on their interests. **Please note that your project will need to have an approved risk assessment, for the current academic year, to advertise on our Volunteering Directory.** You can view our [SLP Webpage User Guide](#) for information on how to use this webpage.
- d. We also provide administrative support to Student-Led Projects including processing expenses and DBS checks. All requests for administrative support need to be submitted to slvpadmin@ucl.ac.uk, at least one week in advance.
- e. Each SLP can request a UCL project email address that they can use to communicate with their volunteers and partner organisations. For those SLPs that already have a UCL project email address, you will receive an email with details of this email address and how to access it. If you are a new project and would like to request a UCL email address for your project, email slvpadmin@ucl.ac.uk.

Securing a Volunteering Fair Stall

To ensure that we only promote safe volunteering opportunities to UCL students, our Student-Led Projects will only be eligible to book a stall at our Volunteering Fairs if all Project Leaders have signed the [Project Leader Agreement](#) and the project has an approved full project [risk assessment](#) for the 2021-22 academic year. Our Volunteering Fairs are taking place on the 7th and 8th October.

If you would like to secure a stall at one of these Volunteering Fairs, you will need to upload a full project risk assessment by Wednesday 1st September. Please read our [guidance notes on completing a risk assessment](#) before completing this form.

Information about how to book a stall will be contained in the next Project Leader Bulletin.

If you have any questions about the information contained in this email or would like support with starting to develop your Student-Led Project, do not hesitate to get in contact.

Kind Regards



Student-Led Projects Team

[Volunteering Services](#)

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