

## A GUIDE FOR PROJECT LEADERS ATTENDING VOLUNTEERING SERVICE VOLUNTEERING FAIRS

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### When are the volunteering fairs taking place?

Thu	4 October 2018	The Big Volunteering Fair Day 1	12:00 – 15:00	Wilkins Building South Cloisters
Fri	5 October 2018	The Big Volunteering Fair Day 2	12:00 – 15:00	Wilkins Building South Cloisters
Thu	11 October 2018	Mental Health Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters
Tue	16 October 2018	Education Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters
Tue	23 October 2018	Museums and Heritage Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters
Thu	1 November 2018	Sustainability Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters
Tue	15 November 2018	Health Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters
Tue	22 January 2018	Winter Volunteering Fair	12:00 – 15:00	Wilkins Building South Cloisters

### What's the purpose of the volunteering fair?

These fairs offer local charity, community organisations and student led volunteering projects face-to-face opportunities to recruit UCL students to their volunteering roles.

Volunteers can find out directly from the organisations about a number of different roles on offer, then receive information direct to their inbox.

### What's the difference between the volunteering fairs and the Welcome Fair?

The volunteering fairs are purely to promote volunteering opportunities whereas the Welcome Fair is for Students' Union UCL club and society recruitment and commercial outlets offering services/products to students.

The Volunteering Service attends the Welcome Fair to promote volunteering.

### Who can attend the volunteering fairs?

Any of the following who have registered with the Volunteering Service:

- Student Led Volunteering projects
- Any club and society with a volunteering project
- External charity and community organisations

Stalls are subject to availability.

### Why should our project attend?

Attendance helps projects to recruit the numbers of volunteers needed. Project leaders can talk to potential volunteers, face-to-face, about the aim and purpose of their project and the specifics of the volunteering role.

### How does a project book a stall at the volunteering fair?

You will receive an email from your Volunteering Service supervisor, with a link to the fair booking form. You will need to provide up to 150 words about your project for the dedicated catalogue available in printed and on-line format. Include the aim and purpose, locations, time commitment etc. It's also a good idea to add in time, date and location for a start of project induction meeting. Your project supervisor can help you [book a room](#).

All spaces at the fair are given on a first-come first-served basis.

**What do student led volunteering projects need to provide for the volunteering fair?**

It's a good idea to create publicity material i.e. flyers and posters. Design your flyer and poster in Word laying them out exactly how they should be printed and send these to your Volunteering Service supervisor for approval. When these have been approved we can print the following quantities:

**Printing information**

Size	Quantity	Colour
A4 posters	10	Colour
A5 flyers	100 A4 paper sheets to be cut into 200 A5 sheets	Black and white only
A6 flyers	100 A4 paper sheets to be cut into 400 A6 post card size flyers	Black and white only

**What support and resources does the Volunteering Service give student led volunteering projects for volunteering fairs?**

All projects can receive £10 to buy sweets/snacks for their stall. Visit the Volunteering Service office to receive a BACs claim form for reimbursement. On the day of the fair, all student led volunteering projects will share half a table each with another project and half a noticeboard to display pictures and posters. The Volunteering Service will provide signup sheets and you will receive a paper copy of your sign ups at the end of the day. These details will also be emailed to you shortly after the fair

\*\*Appropriate signage must be displayed stating that the items are not products from Students' Union UCL outlets. Ask your Volunteering Service supervisor to provide you with copies.

**Do project leaders and/or volunteers have to be present for the whole fair?**

There must always be somebody at your stall throughout the whole period of the fair. You can draw up a rota so that no one individual has to stay there for the entirety of the event.

**How do projects get the details of those they recruit?**

The Volunteering Service provides all stall holders with signup sheets and you get paper copies by the end of the fair. Shortly after the fair the details will also be emailed to you.

**Can projects attend more than one volunteering fair?**

In the first term: You can usually only attend one of our October fairs (i.e. The Big Volunteering Fair). If you match the criteria for one of our specialist fairs (Health, Education, Museums & Heritage, etc) you may be able to have a stall there too.

In the second term: if you would like to recruit more volunteers, you may attend the Winter Volunteering Fair in January.

Stalls are subject to availability.

**How will I know if our project matches the criteria for the specialist fairs?**

If your project bears an obvious link to the topic areas then your Volunteering Service supervisor will contact you with a link to the booking form to apply for a stall. Again, places are provided on a first come, first served basis. If you have any queries about this then please contact your Volunteering Service supervisor.