

## ORGANISING A ONE-OFF VOLUNTEERING EVENT GETTING STARTED

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If you want to set up a Student-Led Project that is being directly supported by a charity external to UCL, then this is what you need to do to get started.

All forms referred to in this document are available at [studentsunionucl.org/volunteers/project-leader-resources](https://studentsunionucl.org/volunteers/project-leader-resources)

The Volunteering Service offer a wide range of one-off events for students to get involved with. However you may decide to organise your own so you can choose who you work with, where your event is held and what you would like to offer your partner organisation. One-offs are also a great team building opportunity for your Hall of Residence, sporting team or society or academic department.

### STEP 1: PLAN

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Firstly, Complete the **New Student-Led Project Webform** at [studentsunionucl.org/forms/new-student-led-volunteering-projects-webform](https://studentsunionucl.org/forms/new-student-led-volunteering-projects-webform) to tell us about your idea.

Some ideas for one-off events are:

- Children's Christmas party in a local Primary School to provide positive role models to younger children
- Cream tea for a group of elderly people to address social isolation
- One day sports tournament for school students to encourage physical activity
- Fundraising event to raise money for a local charity
- Gardening at a community centre

The Volunteering Service provide Project Leader Training which will guide you through the planning and operational aspects of setting up your one-off event.

You will need to allow yourself at least 4 weeks to organise your event. If you need to get DBS (Disclosure & Barring Service) checks done for your volunteers you will need to allow at least 7 weeks to prepare, although this is unlikely for a one-off project.

### STEP 2: FIND A COMMUNITY PARTNER

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The Volunteering Service have strong links with local primary and secondary schools and we work with over 500 community and charity organisations. Alternatively, if you already have an organisation in mind, we can help you contact them and negotiate your project commitments.

### **STEP 3: RECRUIT OTHER VOLUNTEERS**

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There's quite a lot to do in planning and running a volunteer project and it helps to share the workload. You'll need a group of committed volunteers to deliver the project and it's a good idea to have at least one other Project Leader.

You will need to make sure your volunteers are registered with the Volunteering Service for insurance purposes and if you are working with a vulnerable population such as children or the elderly you will need to find out from your partner organisation if your volunteers need to do a DBS check (we can process this at the Volunteering Service).

### **STEP 4: WRITE A PLAN AND A BUDGET**

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You'll need to complete one of our project plans – if you need money to fund your project, this is where you can submit your budget. You can apply to the Volunteering Service for operational costs such as equipment, specialised training or catering for an event. You can apply for up to £750.

Funding is not available for fundraising activities – although if you need an advance (for example, for venue hire) we can provide a loan to be paid from your event income.

All travel expenses are reimbursed by the Volunteering Service (though note that we need an itemised proof of journey, not just oyster top-up receipts!)