

How to start a Student-Led Volunteering Project

Student Development Toolkit



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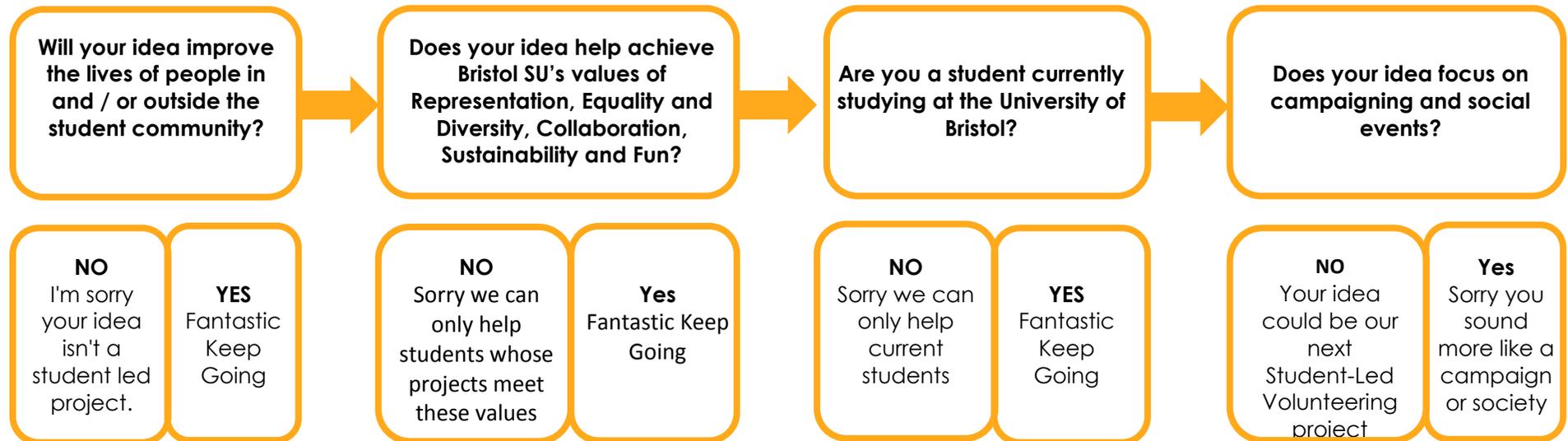
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What is a Student-Led Volunteering Project?

An idea or project thought up by a current University of Bristol Student that makes a difference to the lives not only of students but the wider Bristol community.

Not sure if your idea fits this criteria take this simple quiz...



Getting Started – Planning your project

Now that you're sure your idea for a project can be classed as a student-led volunteering project it's time to get serious and start following our simple steps for starting a new project.

Step One: Assess the need of your project

Is there something similar already available? Have a google.

Do your proposed service users need the project? Talk to them.

Is your idea realistic? Think about time, cost, volunteer numbers, etc

**How will you ensure both volunteers and service users are safeguarded?
Risk Assessments, training, etc**

Step Two: Planning your Project

What will your aims and objectives be?

What will your key activities be?

Who do you need to help you to get this project started?

Will you need volunteers, money, room bookings, equipment, and transport? How much of this will you need?

What support will you need? Training, recruitment, publicity.....

Is your project sustainable from year to year?



Step Three: Funding Your Project

They say the best things in life are free, well they obviously haven't ever tried to start a volunteering project! You are going to need a budget and some money to get things moving.

What will your start-up cost be?
Equipment, travel expenses, room hire, etc

What will your repeat costs be?
Equipment, travel expenses, room hire, etc

Can fundraising cover your start-up and annual costs?
How will you fundraise?

Will you have to apply for small grants?
Which grants will you apply for?

Step Four: Branding your Project

Think about what you want your project to look like but remember your brand isn't just the way you look it's the way you act as well.

Project Name

What's in a name? If your projects purpose isn't part of it's name then make sure you can explain your project in 140 characters or less!

Do you need a logo/identity for your project?

Sticking to a theme will help you build your Bristol SU webpage, social media account and volunteer following

Step Five: Recruiting Volunteers

Decide on clear roles for your volunteers, it's important they know what is expected of them before they agree to volunteer with you.

How will you advertise for volunteers? Through the Bristol SU Volunteer Hub, Social Media, word of mouth?

Example Volunteer Recruitment Advert

Youth Group Activity Leader

Plan, deliver and lead weekly 'get active' activities for 7-11 year olds in South Bristol. Use your passion to inspire a new generation to get active through your choice of sports, exercise and wellbeing activities.

- **Commitment:** 10 Weeks, Friday 3-6pm plus training.
- **Location:** Aston Community Centre, Long Road, Bristol
- **Transport:** Public transport cost reimbursed (Bus route 56)
- **Skills Required:** Coaching Level1, enthusiasm, patience, reliable.
- **Skills Gained:** Project management, safeguarding
- **Training:** Planning and delivery training provided

Step 6: Sustainability of your project

You won't know if your project is achieving its aims and objectives if you don't monitor it so there's no excuses not to set yourself some realistic targets.

In the long term this monitoring will help you to evaluate the effectiveness of your project and make adjustments where needed to make sure it's sustainable.

What will you monitor?	How will you monitor this?	What will success look like?
<i>Example: Number of young people taking part in individual 'get active' activities</i>	<i>Sign in sheet at all sessions</i>	<i>10 young people attend each class 5 young people attend 5 out of 10 classes 1 new young person joins the group each week</i>
<i>Example: Young people's engagement in 'get active' activities before and after the project</i>	<i>Get young people to complete a survey before and after the project.</i>	<i>50% increase in interest in getting active from the start to finish of the project. Young people wanting to continue with the activities after the initial project.</i>

Next Steps

Once you have thought about and answered all the questions in our 6 steps of project planning you will have completed your first project plan and be well on your way to getting things up and running.

Before you start recruiting volunteers and looking for funding send us a copy of your project plan and book in a 1:1 with us. Where we can talk through your project in detail and make sure you're prepared to get started.

As soon as we are happy that your project is necessary and properly planned out you can get your project moving and start putting your plan into action

Good Luck!