



Organisation Guide

Volun-tees

Volun-tees is a free service to local and national voluntary organisations. We:

- raise awareness and promote your volunteering roles, services, activities and events
- provide direct access to the enthusiasm, knowledge and skills of our student, staff and graduate volunteers through volunteering fairs and presentations
- organise potential fundraising opportunities
- provide networking opportunities and share good practice
- develop and enhance the role of University volunteers within your organisation
- provide support whenever needed.

Volunteering opportunities

Your volunteering roles must meet the following criteria:

- the purpose of the opportunity performed is for the broader benefit of society (educational widening participation or civic purposes)
- opportunities must be voluntary, with no direct or indirect pressure by the organisation or University, with no promise of direct advancement and no penalty for not participating in volunteering

- the involvement of volunteers should complement and supplement the work of your paid staff, and volunteers should not displace paid staff or undercut their pay and conditions of service
- there should be no expectation of compensation (financial or other) either now or in the future for these services (except for travel, project resource and other approved out-of-pocket expenses).

What next?

1. Register on our [website](#).
2. Complete your organisation profile –make it eye-catching by adding images, video clips and articles.
3. Add your volunteering roles to the website.
4. Keep volunteer information up to date and confirm submitted hours of volunteering.

Make a difference (MAD) volunteering days and projects

Do you have an opportunity that students can lead? A one-day activity that you need help with which gives students the opportunity to develop new skills and experiences? If the answer is yes, a MAD day or project could be the perfect solution.

MAD days encourage volunteers to work on a short project with maximum impact. Previous activities have included; garden/room makeover, help with a coffee morning/fete, organising a sports day.

MAD projects are longer-term activities where volunteers take a lead in developing a volunteering activity/project in consultation with an organisation. Previous MAD projects have included; organising fundraising/awareness raising campaigns, designing or re-branding marketing materials, producing DVD/promotional films.

Working with either an individual or small group of volunteers, the voluntary organisation and Volun-tees provides advice and support to ensure that project aims were met.

Volun-tees staff are happy to visit your organisation to discuss your project ideas in more detail.

If you are interested in submitting a MAD day or project proposal, please email volunteering@tees.ac.uk for a proposal form.