

SRC Volunteering Guide

Thank you for choosing to volunteer through your Students' Representative Council (SRC). We've created this handy user guide to help you manage your profile, log your volunteering hours and skills, and to answer any questions you may have about volunteering during your studies.

Who is a volunteer?

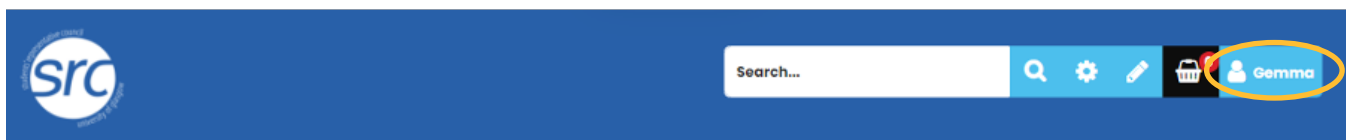
We consider any University of Glasgow student who gives up their time freely, for the benefit of others, to be a volunteer. Examples include volunteering with a local charity, social enterprise, or community group; sports coaching; fulfilling a committee role or taking part in community and on-campus voluntary work as part of your club or society; and undertaking your responsibilities as a classroom representative or elected student council member.

By registering as a volunteer with us, you will receive support from our staff team and have access to your own unique profile, which you can use to keep a record of your volunteering and log any hours, training courses, and skills acquired throughout your time at university.

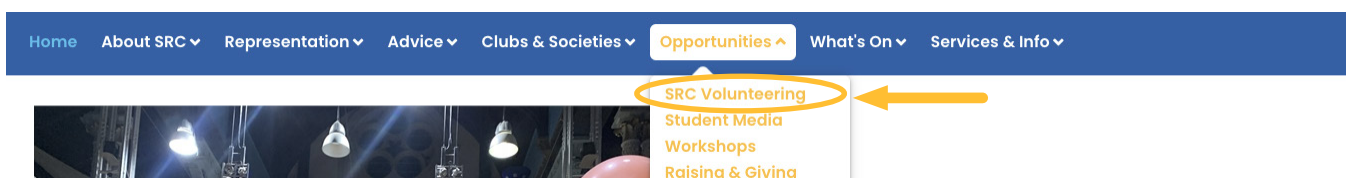


How do I register as a volunteer?

Visit www.glasgowunisrc.org and make sure you are logged in:



Once you have logged in, head to the **volunteering section** of our website:



You will be prompted to complete some information to set up your volunteering profile:

Profile

Please set up your profile.

I am a

Student ▾

I'm interested in Area of Interest

All None

- Befriending & Mentoring
- Charity Shops
- Children & Young People
- Community Development
- Environment
- Health & Wellbeing
- International
- One-Off Volunteering
- Other
- Refugees & Asylum Seekers
- Sports & Activities
- Student Media

Location

All None

- Off Campus
- On Campus

How do I apply for a volunteering opportunity?

From the volunteering homepage, click '[Browse Opportunities](#)'. To find out a bit more information about each of our community partners, click '[Browse Providers](#)':

In this section

- SRC Volunteering >
- [Browse Opportunities](#) >
- [Browse Providers](#) >
- Volunteering Profile >

From the 'Browse Opportunities' page, you can have a look through our list of community volunteering projects and filter your search by location and category. If you find an opportunity of interest, click onto it for more information:

I am interested in this opportunity

To apply for the opportunity, simply click '[apply](#)' and you will hear back from either us or the charity/organisation directly within two weeks, with more information and to help you get started:

Apply

How do I log my volunteering hours and skills?

From your Volunteering Profile, click 'Log Hours':

Gemma Wilson
Student, Default

[Edit profile](#)

[Log hours](#) [Download hours log](#) [View skills record](#) [Download skills record](#)

Community and Campus Volunteering Roles

If you have applied for any volunteering opportunities through our website, these will appear underneath your Campus or Community Volunteering Roles (please note, these will only be listed once we have accepted your applications). Click 'Include' to add the opportunities to your profile, and hit the '+' on the side of each opportunity to begin logging your hours and skills:

Campus Volunteering Roles

Nightline Listening Volunteer / Glasgow Students' Nightline / From 01 Jan 2018 [Include](#)

Community Volunteering Roles

[+ Support Escorts](#) / Glasgow's Golden Generation / 08 Dec 2021 - ongoing [Edit](#) [Delete](#)

[Add skill](#) [Log hours](#)

When logging your hours, you will be asked to submit a date and short description for your volunteering (**please note, if you are unsure of the exact date or are bulk logging previous hours, choose an estimated date and write a brief note in your activity description – i.e., 'GUSH shift volunteer, Oct 2019 – Jan 2020'.**)

Log hours

Please select a date

Hours *

Activity description *

Hours *

hrs mins

[Add](#) [Cancel](#)

When adding a skill, you will be asked to select from a dropdown list of **University Graduate Attributes** and to provide an example of how you have developed this skill as a result of your volunteering.

Add skill

Category *

(select category) ▾

Skill *

(select skill) ▾

Your example *

Add Cancel

Volunteering Roles not listed by SRC Volunteering (External)

Many of you will be continuing with volunteering opportunities you started before university or have sought out volunteering with a charity or organisation not included on our list of available opportunities. We refer to this as 'External Volunteering'. If you are one of our elected class representatives, Freshers' Helpers, or elected council members, you can also log this as an external volunteering role. To add any additional volunteering roles to your profile, click 'Add External Volunteering Role' and follow the instructions above to log any accumulated hours or skills:

Add External Volunteering Role

External Volunteering Roles

- Charity Shop Volunteer / Shelter / 24 Sep 2021 - ongoing

Edit

Delete

Club or Society Committee and Community Volunteering

If you are a club or society committee member, or are taking part in community and/or on campus voluntary work as part your club or society, you can click to 'Add Club or Society Volunteering Roles':

Add Club or Society Volunteering Roles

Add Club or Society Committee Member

Add Club or Society Community Volunteer

Club or Society Committee Member

Position *

Club or Society Name *

Dates *

 → End date is optional

Club or Society Community volunteer

Role *

Organisation *

Dates *

 → End date is optional

You can log each individual volunteering activity as and when you complete it, or log everything in the same entry on a weekly, monthly, or termly basis. For example, you could log all your committee meeting hours for semester one under the same entry. Just be careful to make this clear in the activity description.

Examples of volunteering within your club or society include attending committee meetings; administrative duties such as sending emails and typing up minutes; attending society events and training sessions; and updating your club or society's social media channels.

Why should I log my hours and skills?

As well as being a great way to make new friends and have fun, volunteering is also a sure-fire way to enhance your employability by helping to ensure that you leave university with more than a degree. It's important to us that your volunteering efforts are recognised and credited. We do this through the following reward schemes:

Higher Education Achievement Report (HEAR)

The HEAR is an extended form of your traditional degree transcript, which you will receive upon graduating. It's a formal way for the University to recognise your academic work and any extracurricular activities you've done during your time as a student. Volunteering opportunities that are HEAR eligible will be listed as such in their description.

If you hold the position of President, Vice President, Secretary, or Treasurer within your club or society, or are an eligible volunteer, we will contact you via email near the end of term and ask you to complete an application form. Please note, we can only process HEAR applications for SRC-affiliated projects. Internships, scholarships, and other academic related placements (incl. class representatives) are administered within your academic school, so please liaise with them directly.

Saltire Awards

The Saltire Awards are the Scottish Government's way of celebrating, recognising, and rewarding the commitment, contribution, and achievements of young volunteers in Scotland. If you are aged 25 or under you are eligible for a Saltire Award, provided you have kept a log of your volunteering hours on your profile. We will process your Saltire certificate at the end of each academic year, if you have achieved the following volunteering milestones:



THE CHALLENGE

For those getting started in volunteering through team challenges



THE APPROACH

For when you've reached 10 and 25 hours volunteering



THE ASCENT

For when you've reached 50, 100, 200 or even 500 hours



THE SUMMIT

For those that have made an outstanding contribution to volunteering

Volunteering, Clubs and Societies Awards (VCS)

Each year, we come together to celebrate the amazing achievements of our clubs, societies, and volunteers at our VCS Awards. The awards, hosted by our Vice President of Student Activities, give you the chance to put your peers forward for an award to celebrate all their hard work on campus and in the local community. Categories include GU Club or Society of the Year, GU Award for Community Volunteering, and the GU Principal's Award for Civic Engagement. Students shortlisted for an award will receive a certificate and are invited to attend the ceremony for dinner and drinks, and the lucky winners will receive an award as well as a cash prize!

Download Hours Log and Skills Record

From your profile, in addition to logging your volunteering hours you have the option to 'Download hours log', 'View skills record', and 'Download skills record':

Log hours

Download hours log

View skills record

Download skills record

These can be downloaded as PDF or Excel files and provide a handy snapshot of your logged hours and skills, which you can easily attach to a CV or hand over to a prospective employer.

Frequently Asked Questions

What can I offer a charity?

Although you may not realise it, you have lots to offer even if you have little to no volunteering experience! Many organisations look for nothing more than a friendly attitude and a willingness to get stuck in. They're also usually appreciative of the enthusiasm and fresh perspective that young people can bring.

What do I need to think about before I decide to volunteer?

It's important to be realistic about the amount of time you're able to commit to volunteering. For example, if you have a busy university timetable and are also managing a part-time job, it might be best choosing a one-off volunteering opportunity, or one that only requires you to set aside one morning or afternoon per week. Whilst some of our organisations will require a particular time commitment from you, others are able to offer more flexible opportunities.

Whilst it may seem obvious, it's also important to make sure that you choose an opportunity that you feel passionate about and will enjoy doing! Many students think they need to volunteer on a project directly linked to their degree subject, but this isn't true. You will acquire and develop plenty of transferable skills – e.g., communication, leadership, organisation, time management – regardless of the type of opportunity you get involved in, which can be applied to any career.

What skills and experience do I need?

This depends on the type of opportunity you apply for. For instance, our befriending and school-based opportunities require you to be fluent in spoken English, and our opportunities with Meal Makers require a good level of cooking skills. However, don't let this put you off from exploring your options and trying something new. Most of the organisations we work with don't expect you to have prior knowledge or experience and will provide you with adequate training and support throughout your volunteering role.

What can I expect?

You can count on organisations providing you with an outline of your volunteering role and expectations; specialised training, if required; appropriate supervision; and opportunities for personal development.

Can I volunteer from home?

Some of our volunteering opportunities can be done remotely from the comfort of your own home, regardless of where you are in the world. Examples of remote opportunities include our Conversational English Language Cafés, where volunteer tutors help international students practice their spoken English, and our Telephone Befriending roles.

I'm an international student. Can I volunteer on my student visa?

If you are studying on a student visa, it's important to ensure you are not completing more voluntary work than what your visa permits. For further advice and information, please get in touch with the University's International Student Support team directly, by emailing internationalstudentsupport@glasgow.ac.uk.

Will my travel expenses be covered?

In most instances, our community partners will reimburse your cost of travel, although it is always worth double-checking with them if this is not mentioned on their volunteering advert.

Can I leave if I don't like my role?

You are not obligated to continue volunteering for an organisation if you are not enjoying it, although we'd suggest checking in with someone first to see if anything can be done to help improve your time as a volunteer. If you're not comfortable approaching the organisation directly, get in touch with us and we can help support you. If you do decide that your volunteering opportunity isn't right for you, have a look at what else we have to offer and simply choose another one!

What is a PVG check, and will I need one?

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps ensure people whose behaviour makes them unsuitable to work with children and protected adults cannot do 'regulated work' with these vulnerable groups.

When someone applies to join the PVG scheme, Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations. Any of our volunteering opportunities which require you to work with either children or protected adults will require you to do a PVG check. However, your volunteering organisation will assist you with your application and will cover any associated costs.

You can read more about the PVG membership scheme on the Scottish Government's website: <https://www.mygov.scot/pvg-scheme>

Can you help my club or society recruit volunteers?

We have a separate page on the volunteering section of our website which lists SRC-affiliated clubs and societies who do volunteering work either on campus or in the community and would like a space to help recruit some more student volunteers. If you would like us to list your club or society here, please get in touch with us at clubsandsocs@src.gla.ac.uk.

How can I be kept up to date with the latest volunteering opportunities?

You'll receive periodic emails – unless you've opted out! – from us to let you know of any recently added volunteering opportunities, and you can follow the SRC Facebook and Twitter pages @srcvolunteering. You can also follow the SRC's general Instagram, Facebook, and Twitter pages @glasgowunisrc

What if my question isn't answered here?

Get in touch with us at volunteering@src.gla.ac.uk, or give us a ring on 0141 330 5360.

