

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 events 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.
- Direct organisations to projects within the Student Futures Team and wider University to support Work Experience module opportunities, live projects within modules and internship opportunities

Volun-tees Partnership Policy

Volun-tees will work with the following groups:

- Voluntary and Community Groups
- Registered Charities
- Schools/Colleges/Educational Establishments
- Statutory Organisations
- Campaigning Organisations – (We will not refer students to organisations that are closely connected with any political party)

We do not advertise opportunities for

- commercial organisations, private or profit-making companies as we view these as work experience and not true volunteering.

- Overseas volunteering opportunities.
- Organisations involved in activities which breach any Teesside University or Volun-tees policies, or which might bring disrepute to the University or volunteering scheme.

We expect all organisations to:

- provide appropriate induction/ training and support to volunteers (including all aspects of health & safety, information about risks and how to minimise risks, and emergency procedures).
- notify Volun-tees of any change of circumstance or problems with policy or procedures.
- notify us of any staffing changes which might affect the organisation registration on Volun-tees.
- maintain open communication with volunteers and Volun-tees/Teesside University throughout the activity/project, keep records of volunteers recruited and respond to requests for feedback so that volunteer progress may be monitored.

We regret we are unable to accept your registration if:

- your proposed volunteering opportunity impairs the employment opportunities of others by performing work that would otherwise be performed by regular, paid employees within the same organisation?
- the services provided by volunteers are the same services provided by someone who is paid.
- there is any expectation of compensation (financial or other) either now or in the future for services (except for travel, project resource and other approved out-of-pocket expenses)?

What next?

Register on our website. www.volunteers.co.uk

1. Once registered complete your organisation profile, including all relevant policies and procedures along with a copy of your Public liability insurance. Make your profile eye-catching by adding images, video clips and articles.
2. Add your volunteering roles to the website.
3. Add any relevant articles such as Open Days, recruitment events, testimonials

If you would like to find out more, please email volunteering@tees.ac.uk