**Junior Volunteer Project Checklist**

**Project Title:**

**Lead Team/Department:**

**Project Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **To be done by** | **Notes** | **Completed** |
| Provisional project discussed with Volunteer Services team | [8 weeks before event] |  |  |
| Book room(s), date set | ASAP, but at least 8 weeks before the event | * Link to instructions on how to book a room * Phone numbers/emails relevant to booking rooms in each location * List of rooms used before and capacities, with comments |  |
| Advertise to schools or contacts | [8 weeks before event] |  |  |
| Request paperwork from schools  *Send the following:*   * *Single Signature Doc\_Young People* * *Single Signature Doc\_Adults* * *Code of Conduct\_group* * *Group Leader Responsibilities* * *DBS Self-declaration form for any supervising adults, if necessary (not provided)* * *Booking Information Form* | [4 weeks before event] | * List of files and locations (links if possible) |  |
| Check resource stock and reprint items if necessary  *Printed items:*   * *Name Labels (sample)* * *‘No Photography’ Stickers (not provided)* * *Personal Reflection Sheet* * *Social Action Planning Sheet* * *Feedback form Young People* * *Feedback form Adults* * *Completion Certificate* * *Your Trust’s Non-Clinical Photo Consent Form (sample)* | [4 weeks before event] | * List of files and locations (links if possible) * Contact details of print department |  |
| Update risk assessment if required and send to schools   * *General Risk Assessment (sample)* | [4 weeks before event] | * Link to RA |  |
| Send request for volunteers | [3 weeks before event] | * Create template email and give location |  |
| Confirm final schedule with delivery team   * *Event Schedule* | [2 weeks before event] | * Ensure final schedule and relevant contact details included on sheet for distribution and use on the day. Shred after use. |  |
| Confirm volunteers/staff support | [2 week before event] | * Create template email and give location |  |
| Inform Communications Team of event | [2 weeks before event] | Insert team email here  **Information required:**   * Date of Event(s) * Location(s) * Times(s) * Purpose of the Event(s) * Number of volunteers |  |
| Send schedule to security, welcome desk and any other relevant parties | [1 week before event] | * Template schedule link   **Information they require:**   * Date(s) of event (and timings) * Schools and number of students attending * Key contact and contact details |  |
| Receive all paperwork back from schools | [1 week before event] | Indicate where this should be stored |  |
| Send final schedule and any additional information to schools. | [1 week before event] | * List of files and locations (links if possible) |  |
| Send pre-event research / work to school, if any | [1 week before event] | * List of files and locations (links if possible) |  |
| Package up required resources (sign in sheet, name badges, certificates) | [1 week before event] |  |  |
| Order food/drink if required | [1 week before event] | * List contact(s) |  |
| Deliver Basic Volunteer Training at the very start of the event   * *Training Slides (sample)*   If there’s time in your schedule, include a short intro to your Trust. Sample provided:   * *Presentation on BWC\_Sample* | [on the day] | * List of file(s) and location(s) (links if possible) |  |
| Use the worksheets to facilitate reflection and action planning during your event, ahead of any presentations back to the group   * *Personal Reflection Sheet* * *Social Action Planning Sheet* | [on the day] | * List of file(s) and location(s) (links if possible) |  |
| Hand out and collect Feedback forms   * *Feedback form Adults* * *Feedback form Young People* | [on the day] | * List of file(s) and location(s) (links if possible) |  |
| * Social Media Presence | [on the day / day after] | * 1-2 posts on your platform with a picture of the group(s) in action with any relevant #s |  |
| * Send Communications photos and update about event | [within 3 days of event] | * send additional photos and any outcomes from the day |  |
| Send out templated Thank you emails to staff, schools and volunteers   * *Thank you email templates* | [within a week of the event] | * List of file(s) and location(s) (links if possible) |  |
| Collate feedback and write up | [within a week of the event] | * Template, based on previous |  |
| Add activity to JV actiity spreadsheet | [within a week of the event] | * Give link and location * All other paperwork can be shredded. |  |
| Follow-up with school/group  (email/phone) | [within the agreed timeframe for event, ideally one month] | * Contact all schools/group leaders to check-in on progress and if they need any additional support/guidance from clinical teams. Set date to visit school to collect resources and give out certificates (if not given out on the day) |  |
| Send Group Visit invite out to Clinical Teams   * *Followup visit template* | [day of follow-up] |  |  |
| Visit to group/Collect resources created | [previously agreed date on follow-up] | * Attend school/group to collect resources and to give out certificates to volunteers. Include social media post to promote young volunteer work |  |
| School to provide team with resources created (If applicable and if not collected on visit) | [within a week of visit to group] |  |  |