**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] |  |  |