

## **Contents.**

1. Definition of volunteering	Page 1
2. Why volunteer?	Page 1
3. Time commitment.	Page 1
4. Accreditation	Page 1
5. Volunteering routes. Which route is best for you?	Page 2
i) Outside Bootham School	Page 3
ii) Through Bootham senior and junior schools	Page 4
iii) Through your own initiative	Page 5
6. What makes a good volunteer?	Page 5
7. CRB (Criminal Records Bureau) Documents needed	Page 6
8. Support	Page 6

## **Inserts**

1. Volunteering form – to be filled out by **all** Bootham pupils volunteering in any capacity.
2. Volunteering possibilities.

## **1. What is volunteering?**

...an opportunity to give of yourself and your time for the benefit of others.

## **2. Why volunteer?**

- It's fun.
- You give something back to others.
- You make new friends.
- You learn new skills.
- It is vital to get into the caring professions such as medicine, nursing, etc.
- It looks good on your UCAS form and reference when you apply to university.
- It helps you get into jobs.

## **3. Time commitment**

How much time will it take?

It is up to you. Some people may volunteer weekly, others may do a monthly slot and others prefer to volunteer in the holidays or for a specific project. If you volunteer during your school day please see your tutor about your intentions and check your timetable allows enough of a time slot. An average amount of time a charity shop would expect from you is 2 hours.

## **4. Accreditation**

Certificates and logbooks are available for accreditation and we recommend you follow this route to show accountability.

## 5. Volunteering routes.

Some possibilities:

<b>Route 1</b>	<b>Route 2</b>	<b>Route 3</b>
<b>Volunteering in the community outside school.</b>  .	<b>Volunteering through Bootham Junior or Senior schools.</b>	<b>Through your own initiative.</b>

## Which route is best for me?

### i) Route 1 – in the York community.

This is the most popular route but it needs you to do the following **THREE** things in preparation.

- a) Think of the type of placement you are interested in. Do any of the following interest you?
  - Caring for others – visiting a residential home and talking to people and helping in what ever way is needed.
  - Being outdoors, gardening, green projects.
  - Retail – working in a charity shop.
  - Catering- helping serve meals to the elderly of homeless.
  - Archaeological work – helping out at a dig.
  - Renovation and repairing of buildings.
  - Teaching ICT skills, English, reading and numeracy.
- b) Fill in the registration form indicating the kind of placement you are interested in and give the form to Sarah Allen or Robert Hudson.
- c) It is quite likely that you will have to have a CRB check so in order to have this done as quick as possible it will be useful to start collecting the following documents in preparation for this. See **number 7** of this booklet for details of what documents you will need. You will need a check if you work with any of the following groups of people: the elderly, disabled and children.

## ii) Route 2 – Through Bootham Junior and Senior school.

There are various possibilities through school.

**A. Bootham Junior.** (address - Rawcliffe Lane, Clifton ( 20 minutes walk away from the senior school)

All these placements need a CRB check so get your documents ready. **See number 7** in this booklet for details.

Possibilities:

1. Run an art activity at the junior school for a group of children from 3.30 – 4.30 pm. ( you will need to have Periods 8 and 9 free on that day to walk down to the school and set up the activity) Two volunteers
2. Run a dance activity at the Junior school for a group of children from 3.30 – 4.30 pm ( you will need to have Periods 8 and 9 free on that day to walk down to the school and set up the activity) Two volunteers.
3. Listening to readers. You will need a spare hour plus walking time there and back for this placement.
4. Computer club
5. History club. Create a project on a theme or person and create a display on the subject. Ideas – Cadbury and Rowntree Chocolate factories. Romans, Clifford's Tower etc.
6. After school care club.
7. Rounders or football club.

### **B. Bootham senior school.**

1. **Assist** running an activity within the activity programme. A teacher will need to supervise this. See Sarah Allen.
2. Play an active role in one of the following councils in the school:
  - School council
  - BEAST
  - Economics committee
  - Charity committee
3. Run a club such as Amnesty International, Christian Union, debating club and Peace Jam.
4. Take part in the paired reading scheme. See Fiona Dunlop ( Eng dept)
5. Run a break and lunchtime club in Room A to occupy some Lower and Middle Schoolroom pupils.

Bootham has its own accreditation certificate but all these placements in Bootham can be accredited by V as well. V provides its own accreditation certificates and logbook.

For Bootham placements your main point of contact is Sarah Allen and Robert Hudson.

### iii) **Route 3- through your own initiative.**

You may already be a volunteer. Please carry on with your project and if you want your work accredited let us know.

## 6. **Being a good volunteer.**

The following traits make a good volunteer.

- **Being reliable.** Being on time and always showing up is important as people will be relying on you.
- **Being courteous.** Letting people know in advance that you can't make it is important as people are relying on you and need to make alternative arrangements. This should be in exceptional circumstances.
- **Being committed.** Volunteering is not for the faint hearted. It takes determination to stay the course.
- **Taking the initiative.** The first sign of a good volunteer as you have to make it happen.
- **Being adaptable.** Expect the unexpected.
- **Being positive and willing to learn** from new opportunities and to give something of yourself to others.

## 7. CRB ( Criminal records Bureau) check.

What is this?

A CRB check is needed these days if you work with some groups of people such as the elderly, the disabled or children. Some placements will require you to have one of these checks so it will really speed things up if you can have the following documents for the very beginning of term.

You will need **1 document from group A** plus an additional 2 documents **from A or B.** **OR 5 documents from group B.** See the table below:

<b>Group A</b>	<b>Group B</b>
Passport	Financial statement eg bank, building society statement.
UK birth certificate	Birth certificate
UK driving licence	Vehicle registration Document
EU National Identity card	Mail order catalogue statement /mobile phone contract
Adoption certificate	Exam certificate ie GCSEs.
	Addressed payslip
	Benefit statement eg Child allowance.
	Certificate of British nationality
	Work permit, visa
	Connexions card
	Letter from a head teacher

## 8. Support

Sarah Allen and Robert Hudson will try their best to help you. Let us know how.

THANK YOU FOR CONSIDERING VOLUNTEERING!

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