



# Resources for volunteers

Activity ideas and resources for volunteers aged 13+  
working from Entry level 3 to Level 2

# Resources for volunteers

## Introduction

This booklet contains challenge prompts and resource templates to support volunteers.

The challenges help learners to prepare for a volunteering placement, record their efforts as a volunteer, reflect on their experiences and write a thank you letter to the organisers of their volunteer placement.

## What's in this booklet?

- The **challenges** on page 3 explain what you need to do.
- The other pages in this booklet are **resource templates**, which will help you to complete the challenges.
- At the end of the booklet there is a **volunteer certificate**.

The image displays a collage of resources from the ASDAN Volunteering Short Course. On the left, a hand is shown washing a pig's snout with purple soap suds. To the right, several pages from the resource booklet are shown, including: 1. 'Volunteering challenges' page 3, which lists four challenges: completing a questionnaire before, during, and after volunteering, and writing a thank you letter. 2. 'Pre-volunteering questionnaire' page 4, which includes fields for learner name, date, and questions about the type of volunteering, reasons for volunteering, placement details, skills, and community benefits. 3. A 'Thank them again' page 5, which includes a 'Signed off by' field, a 'Role' field, and a 'Date' field. 4. A 'Volunteer certificate' page 6, which includes the ASDAN logo, the title 'Volunteer certificate', and fields for the recipient's name, the date, and the tutor's signature.

## Note for tutors

The challenges in this booklet have been taken from the ASDAN **Volunteering Short Course**, which provides a convenient way to capture, record and recognise the work of volunteers. Short Courses are nationally recognised programmes, offering certification for 10 to 60 hours of involvement.

Find out more on our website:


[www.asdan.org.uk/volunteering-short-course](http://www.asdan.org.uk/volunteering-short-course)

# Volunteering challenges

## ✓ 1. Complete a questionnaire before your volunteering

- Complete a questionnaire with information about the volunteering you are about to begin.

-  **Resource template:** Pre-volunteering questionnaire


 **Links to ASDAN challenges:** Volunteering Short Course 1A7

## ✓ 2. Complete a period of volunteering

- Complete volunteering activities over a period of 10 hours.  
Capture your participation and skills development using the volunteering log.

-  **Resource template:** Volunteering log


-  **Resource template:** Volunteering witness statement

 **Links to ASDAN challenges:** Volunteering Short Course 2A1

## ✓ 3. Complete a questionnaire after your volunteering

- Complete a questionnaire with information about the volunteering you have done.


-  **Resource template:** Post-volunteering questionnaire

 **Links to ASDAN challenges:** Volunteering Short Course 3A7

## ✓ 4. Write a thank you letter or email

- Write a letter or email of thanks to the organisers of your volunteering.  
Describe the skills and qualities you believe you have developed as a result.

-  **Resource template:** Thank you writing frame

 **Links to ASDAN challenges:** Volunteering Short Course 3A4

# Pre-volunteering questionnaire

Learner name:

Date:

What type of volunteering have you arranged to do?

Why have you chosen to volunteer?  
What is your main aim?

Is this a placement with an organisation? If yes, what do they do?

What skills do you have that could be useful for your volunteering?

What skills do you hope to learn or develop?

How will your volunteering benefit the community or another person?




Now do your  
volunteering

# Volunteering log

Learner name:	Date:
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<input type="checkbox"/> Date:	Start time:	End time:	<input type="clock"/> Total hours:
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 Where I volunteered:


 What I did and what I thought about it:


Did you have any extra responsibilities?  Yes  No

If yes, what were they?

 Signed off by:	Role:
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<input type="checkbox"/> Date:	Start time:	End time:	<input type="clock"/> Total hours:
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 Where I volunteered:

 What I did and what I thought about it:






Did you have any extra responsibilities?  Yes  No






If yes, what were they?

 Signed off by:	Role:
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# Volunteering log






Learner name:	Date:
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 Date:	Start time:	End time:	 Total hours:
 Where I volunteered:			
 What I did and what I thought about it:			
<input checked="" type="checkbox"/> Did you have any extra responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what were they?			
 Signed off by:		Role:	

 Date:	Start time:	End time:	 Total hours:
 Where I volunteered:			
 What I did and what I thought about it:			
<input checked="" type="checkbox"/> Did you have any extra responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what were they?			
 Signed off by:		Role:	

# Volunteering log

Learner name:	Date:
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 Date:	Start time:	End time:	 Total hours:
 Where I volunteered:			
 What I did and what I thought about it:			
<input checked="" type="checkbox"/> Did you have any extra responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what were they?			
 Signed off by:		Role:	

 Date:	Start time:	End time:	 Total hours:
 Where I volunteered:			
 What I did and what I thought about it:			
<input checked="" type="checkbox"/> Did you have any extra responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what were they?			
 Signed off by:		Role:	

# Volunteering witness statement

Learner name:	Date:
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Name of witness:	Role:
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**Statement:**

What did the volunteer do? How did they perform? Who did they help and how? What skills, qualities or attributes did they demonstrate?

**Skills developed:**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input type="radio"/> Teamwork               | <input type="radio"/> Learning     | <input type="radio"/> Problem solving |
| <input type="radio"/> Use of English         | <input type="radio"/> Use of maths | <input type="radio"/> Use of IT       |
| <input type="radio"/> Other (please specify) |                                    |                                       |

 Signed off by:	Date:
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# Post-volunteering questionnaire

Learner name:

Date:

You have done  
your volunteering



What type of volunteering have you done?

Was your placement with an organisation?  
If yes, what did you think of the organisation?

What skills do you have that were  
useful for your volunteering?

What skills did you develop most  
through the volunteering?

How did your volunteering benefit the  
community, other people and you?

Did you achieve what you  
wanted to when you started?

# Thank you writing frame

Learner name:

Date:

Who are you writing to?

What are you thanking them for?

What did you enjoy about your volunteering? Three things:

1

2

3

What skills or qualities have you gained as a result of your volunteering? Three things:

1

2

3

Thank them again

Yours sincerely

# Volunteer certificate





This certificate is presented to

For carrying out volunteering activities.

Signed by (tutor signature)

Date



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