

Resources for volunteers

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



Resources for volunteers

Introduction

Volunteering challenges

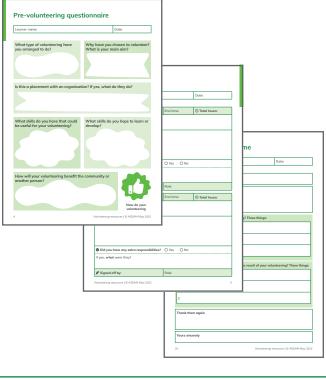
This booklet contains challenge prompts and resource templates to support volunteers.

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.







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

Volunteering challenges

⊘	1. Complete a questionnaire before your volunteering
0	Complete a questionnaire with information about the volunteering you are about to begin.
0	Resource template: Pre-volunteering questionnaire
0	Links to ASDAN challenges: Volunteering Short Course 1A7
⊘	2. Complete a period of volunteering
0	Complete volunteering activities over a period of 10 hours. Capture your participation and skills development using the volunteering log.
0	Resource template: Volunteering log
0	Resource template: Volunteering witness statement
0	Links to ASDAN challenges: Volunteering Short Course 2A1
⊘	3. Complete a questionnaire after your volunteering
0	Complete a questionnaire with information about the volunteering you have done.
0	Resource template: Post-volunteering questionnaire
0	Links to ASDAN challenges: Volunteering Short Course 3A7
	1 Write a thank you letter or email
⊘	4. Write a letter or enail of the also to the arrange of your value to since
	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.
0	Resource template: Thank you writing frame
0,	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 organisa	tion? 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 another person?	ne community or

Volunteering log

Learner name:			Date:		
□ Date:	Start time:	End time:	① Total hours:		
• Where I volunteered:					
What I did and what I thought about it:					
Did you have any ext	ra responsibilities?	O Yes O No			
If yes, what were they?					
Signed off by:		Role:			
🗖 Date:	Start time:	End time:	① Total hours:		
♥ Where I volunteered:					
What I did and what I thought about it:					
Did you have any ext	ra responsibilities?	O Yes O No			
If yes, what were they?					

Volunteering log

Learner name:			Date:			
□ Date:	Start time:	End time:	① Total hours:			
• Where I volunteered:						
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If yes, what were they?						
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Learner name:			Date:			
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If yes, what were they?						
Signed off by:		Role:				
□ Date:	Start time:	End time:	① Total hours:			
♥ Where I volunteered:						
What I did and what I thought about it:						
Did you have any extra responsibilities?		O Yes O No				
If yes, what were they?						
Signed off by:		Role:				

Volunteering witness statement

Learı	ner name:					Date:
Nam	e of witness:			Role:		
● St Wha	t did the volunteer do? He skills, qualities or attrib			erform? Who did	d the	y help and how?
0	kills developed: Teamwork Use of English	0	Learning Use of m		0	Problem solving Use of IT
	Other (please specify)		Use of m	ατης 	O	USE OT 11
	Cuiei (pieuse specily)					
≫ Si	gned off by:				Date	e:

Post-volunteering questionnaire

Learner name:			Date:
You have done your volunteering	What type of volur	nteeri	ng have you done?
	ent with an organiso ou think of the organ		
What skills do you useful for your vo			nat skills did you develop most ough the volunteering?
How did your volu community, other	unteering benefit the 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 volume	ntaering? Three things:					
viriat skins of qualities flave you guilled as a result of your voids	meering: Timee timigs.					
1						
2						
3						
Thank them again						
Yours sincerely						



Volunteer certificate

This certificate is presented to



Date

