

aru STUDENTS' UNION

VOLUNTEERING

Organisation Registration Guide

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Introduction

Thank you for choosing to register with ARU Students' Union Volunteer Centre. We look forward to creating a new partnership with you and your organisation.

We believe:

- Small actions contribute to big impact
- In the kindness of people to help others
- We can support our community together
- Everybody has a skill that can improve the world

Our aim is to recruit students to volunteer and make a difference in our local communities. Our students will not only be supporting you and your organisation's mission and aims, our students will be learning new skills, making new connections and building their employability.

We will promote your volunteering opportunities through our online brokerage service to the students of Anglia Ruskin University and we will work with you to develop and support exciting volunteering opportunities and events for our students.

This guide will help you to complete and understand the Volunteer Centre registration process which you can complete here: <https://www.angliastudent.com/volunteering/organisations/>

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Before you start your registration

Before you start the registration process please read complete the following tasks:

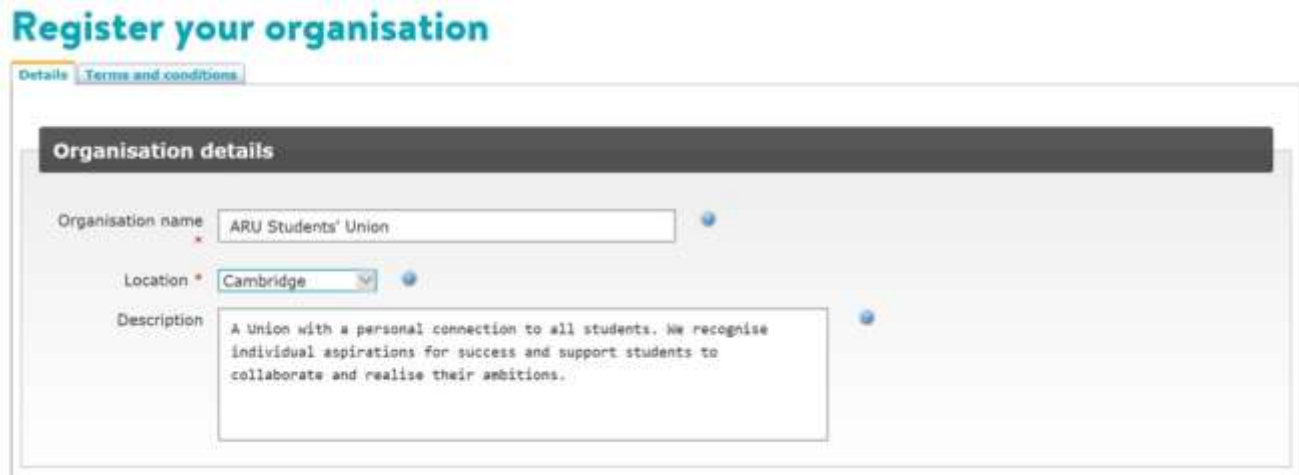
- Read through our Service Level Agreement
- Read through our Internship Policy
- Have ready your Public Liability Insurance policy, your Health and Safety policy, Equality and Diversity policy and your organisation logo ready to upload.

How to Register your Organisation

1. To start your registration, click the registration button on the Organisation Portal:



2. Enter your Organisation details:



- The location refers to the Anglia Ruskin campus location. Please choose the campus which you would like to promote your opportunities to.
- The description should highlight your organisations primary aims and objectives.

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3. Enter your Organisation contact information:



- The email address and phone number should be your organisations generic contact information, rather than your own.
4. Enter the contact details of the person responsible for administrating your volunteering opportunities.



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5. Read through our Service Level Agreement and check the Agreement tickbox.

Agreement

By checking the box and submitting your registration you indicate that your organisation is able to fulfil these requirements, and that the information contained in your registration is correct.

6. Enter in and confirm a password. You will only need this password if the Volunteer Centre asks you to edit your registration or volunteer opportunity details.

Password

Enter a password. You'll use this, and your email address to log into the site.

Password *

Please re-type your password

7. Click to continue your registration.

Continue

To complete the application process you will now be asked to check all your information and upload some documents.

8. Scroll down the page to upload your organisations logo. Click 'browse', pick your image and then click 'update'.

Image / logo

J:\SU\Share\

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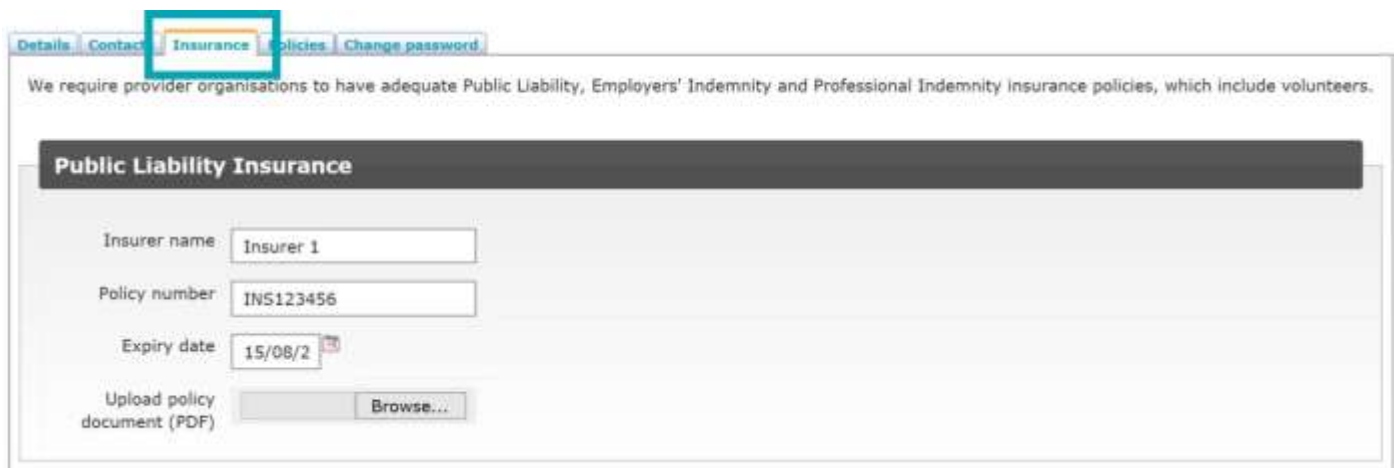
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9. Scroll to the top of the page and click the Insurance tab. Enter the details of your Public Liability Insurance provider including their name, the policy number and the expiry date.

To upload your Public Liability Insurance document, click browse, select your policy file and then click 'continue' at the bottom of the page.



Details Contacts **Insurance** Policies Change password

We require provider organisations to have adequate Public Liability, Employers' Indemnity and Professional Indemnity insurance policies, which include volunteers.

Public Liability Insurance

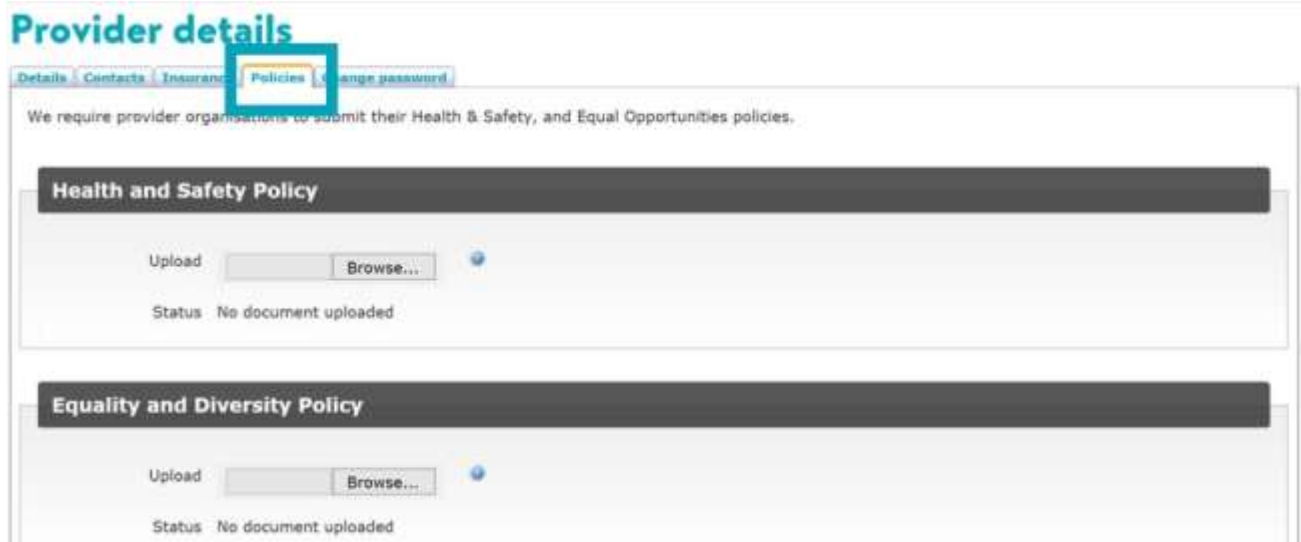
Insurer name:

Policy number:

Expiry date:

Upload policy document (PDF)

10. Click on the 'Policies' tab and upload your Health and Safety Policy and Equality and Diversity Policy. If you have a relevant volunteering risk assessment, upload this too.



Provider details

Details Contacts Insurance **Policies** Change password

We require provider organisations to submit their Health & Safety, and Equal Opportunities policies.

Health and Safety Policy

Upload

Status: No document uploaded

Equality and Diversity Policy

Upload

Status: No document uploaded

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11. Once completed, click 'Continue' at the bottom of the page. This will display the following message at the top of the page:

Provider details

 Your registration is complete and is pending approval by Anglia Ruskin Volunteering Services.

Registration Review and Confirmation

Once you have completed these steps the Volunteer Centre will be informed of your registration which will then be reviewed against the Service Level Agreement, by the campus relevant Volunteer Coordinator.

If your registration does not meet this criteria, the Volunteer Centre will contact you to resolve the problem or confirm the reasons why we cannot create a partnership.

If your registration does meet the criteria, your campus relevant Volunteer Coordinator will be in contact to arrange a meeting with you. We will:

- Introduce you to the Volunteer Centre
- Discuss your volunteering opportunities and their suitability to our students
- Discuss potential volunteering projects, trips or events
- Ensure you have submitted all your required policies
- Determine your volunteering recruitment process for each volunteer opportunity
- Explain the student recruitment process and how your volunteering roles will be advertised
- Explain how we support and celebrate student volunteers

After the meeting, the Volunteer Centre will set up your opportunities in our brokerage service and confirm your registration.

Once your registration has been confirmed you will be sent a confirmation email and your opportunities will be uploaded to our brokerage service ready for student applications.

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Organisation and Opportunity Reviews

The Volunteer Centre will review all organisation registrations and volunteer opportunities on a regular basis to ensure our brokerage service is up to date and our students are getting the most up to date information.

The Volunteer Centre will:

- Every 3 months, check that your volunteer opportunities are still active and that your application processes are still active and working.
- Every 6 months, be in contact with you personally to check on the status of your volunteer opportunities, update relevant policies, ensure our registered contacts are up to date and check on the progress of recruited student volunteers.
- Be in contact once your Public Liability Insurance details have expired and collect your new policy details.

If you have any new volunteer opportunities you would like to promote or want to update your registration details, please contact your relevant campus Volunteer Coordinator.

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