



Advertising Volunteer Opportunities to Students



Thank you for your interest in advertising your opportunities to students at Exeter!

Below is the steps you'll need to complete in order for your opportunities to be advertised on our portal here: www.exeterguild.org/myvolunteering/opportunities/

Once your opportunities have been approved, we'll add them as featured opportunities and let our students know about them!

We're currently running a Get Connected Campaign, all about encouraging students to make connections and let them know about opportunities available to them. We'll be advertising these opportunities as part of this campaign to allow students to connect with their local community and give back

If you have any questions, please don't hesitate to get in touch via activities@Exeterguild.com

Register as a provider on our volunteering portal

- 1) Visit <https://www.exeterguild.org/myvolunteering/providers/register/> to register your organisation
- 2) *As part of the registration process you'll need to provide the following:*
 - a. Organisation name, location, and description
 - b. Your organisation contact details and address
 - c. An initial primary contact-more can be added later
 - d. Your organisations public liability insurance
 - e. Insurer name, policy number, and expiry date
 - f. Your volunteer policy
 - g. Your health and safety policy
- 3) Once you have entered this information we will be notified by email to review your application. If we need further details, we will contact you via email you provided. If everything is ok we will activate your organisation as a provider.
- 4) Your organisation will then appear on our website for our students to view.

Registering an opportunity

- 1) Once you have registered you will be able to begin registering volunteering opportunities.
- 2) However, these will only be approved after your organisation has been activated as provider by us.
- 3) To upload an opportunity, you can select 'list your opportunities' on the left-hand side of provider log in.
- 4) **You will then need to provide the following information:**
 - a. **Role title**
 - b. **A summary of the role**



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- c. Contact person
- d. Number of volunteers required
- e. Hours of commitment
- f. Training - whether this is required and who will provide it, (required if working with children/ vulnerable adults)
- g. Location
- h. Benefits to volunteers
- i. Benefits to others
- j. Transport - whether needed or provided
- k. Application dates

Contacting applicants

- 1) Every time a volunteer applies to the opportunities you are providing; you will be notified via email. You will then need to log back into the provider link.:
<https://www.exeterguild.org/myvolunteering/providers/login/>
- 2) You will then need to select the opportunity you want to view the applicants for:
- 3) To see the applicants, you will need to select the 'volunteers' tab. On this screen, the applicants name, email, and phone number will be available to you to contact them through.
- 4) It is then up to you to contact the volunteers and decide who you want to recruit!