

**How to become a Volunteering GRE provider**

To promote an opportunity, you will need to first register your organisation through a quick and simple form online. If you go to <https://www.suug.co.uk/volunteer/recruit/>, you will be able to find this online form and further instructions of how to fill it out.

To ensure that our students are working in a safe environment we ask organisations to upload the following documents:

**Required Insurance certificates** – Public and Employers liability

**Required Policies** – Health and Safety;

**Optional Policies** - Volunteering; Environmental; Expenses.

Once a member of Students' Union staff has approved your organisations' registration, you will be able to upload and manage your volunteering opportunities by logging in. The first time you log in you will also be asked to accept our Host Agreement to confirm that you will follow our policies and procedures.

Once logged in you can manage all of your opportunities, for example updating information or changing deadlines, and add new opportunities through a simple form.

We recommend putting as much detail as possible in the role descriptions, and emphasising the skills that the volunteers will develop. For a list of what skills students can log through the Toolkit please click here.

We use the same interest and activity categories as Do-It.org.uk, for ease of understanding for students. Please select the interests and activities that are as accurate as possible for the role you are promoting, as that way students who have selected those interests and activities will be contacted.

When a student clicks to say they are interested in your opportunity, you will be sent an email with their contact details for you to get directly in contact with them. You can also click on the 'Volunteers' tab when managing an opportunity to see a list of all of the students who have shown interest in the role.

If you are ever in need of help or support regarding Volunteering GRE, please contact us:

Email: [suvolunteers@gre.ac.uk](mailto:suvolunteers@gre.ac.uk) Phone: 0208 331 8376