

Logging Volunteer Hours: Freshers' Week Guide for Student Representatives

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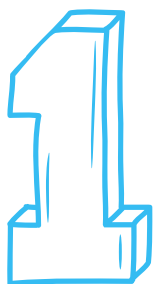
For any questions related to this guide, please
email activities@st-andrews.ac.uk

The volunteer recognition scheme monitors, acknowledges and rewards the hard work and commitment of volunteers making a difference within the St Andrews community. In order to earn the Bronze, Silver, Gold and Platinum Volunteering Awards, you must log your volunteer hours by using the Graduates Programme.

We all know how much volunteering is involved in being an Academic Rep during Freshers' Week, and we want **you** to log these hours to gain recognition for it! This is just a short guide, for a fuller guide on how to use the Volunteer Portal, please see [HERE](#).

How to log your hours

Step one - signing up to a project



A. Make sure that you're signed up to log volunteer hours for your hall by going onto the Graduate Attributes portal and 'My volunteering' on the left-hand side panel. From here, go onto 'Your Union' and scroll until your role (such as 'School Presidents'). Tick the box!

B. Then you need to press the big green 'Sign up now!'. An portal administrator will need to approve this, so please try to do this *before* Freshers' Week, and then you can get straight to logging!

Step two – Logging hours!

A. On the Graduate Attributes Portal select 'Log an activity' on the panel on the left-hand side.

B. Input the date of the activity and choose the type (co-curricular for Student representation activities).

C. Tick 'I want to log volunteer hours for his activity' and select 'Student Representation Role' from the activity type from the drop-down menu.

D. Give a description of the activity (see examples below) and select up to five relevant Graduate Attributes.

E. It will then take you to the next page, where you select the project you want to log hours for, input the start and end date and length in minutes and hours.

F. Then you need to upload your evidence (see examples) and press save!





Your hours will then show as 'unapproved' until an administrator either approves or rejects them! Getting into the habit of logging your hours weekly means that you can work towards the Bronze / Silver / Gold / Platinum volunteer awards which appear on your HEAR transcript.

If you have any questions about logging volunteer hours, please get in touch with the Activities Team via activities@st-andrews.ac.uk

Examples

Project and Activity

School President: Art History - School President Training

Hours Logged

4 hours

Description

I attended School President training at the Union on the 10th of September, from 10-12 noon, and then from 1-3pm. This training was essential for me to fulfil my role and to understand how to best utilise my time. It was also useful as I was able to connect with other School Presidents to form a support network for the coming year.

Evidence

- Photo from training
- Email about the training



Project and Activity

SAF Societies Committee: Meetings - Meeting to discuss Freshers' Fund

Hours Logged

2 hour and 30 minutes

Description

I attended a meeting with the President of Student Opportunities to discuss the Freshers' Fund. This involved 30 minutes of preparation to make sure the correct documents had been emailed over in advance. The meeting lasted for 1 hours and 30 minutes, as we had a lot to discuss with different society applications. I then took 30 minutes after the meeting to write up clear action points and send some emails to different societies answering their questions. This allowed me to improve on my Excel skills, as I had to use new formulas to compare societies' budgets.

Evidence

- Screenshot of Teams calendar
- Screenshot of documents for meeting
- Screenshot of outbox showing sent emails



Project and Activity

School President: International Relations - Email Admin During Freshers' Week

Hours Logged

1 hour 15 minutes

Description

I spent 15 minutes each day sorting through my inbox and replying to emails. During Freshers' Week I had a lot of meeting requests from staff members to introduce myself. I found that doing this every morning at a set time was beneficial and helped me to improve my time management skills.

Evidence

- Toggl (free online time tracking tool) screenshot of time spent answering emails
- Screenshot of email outbox