Logging Volunteer Hours: Freshers' Week Guide for Hall Committees

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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 on a Hall Committee 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 'Hall Committee' and scroll until you find your hall. There might be multiple different activities under your hall that you can sign up for (we'd recommend ticking them all, if they're there!)

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!

Alternatively, feel free to email your Hall Committee's emails to activities@st-andrews.ac.uk and we can add you directly!

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 (extra-curricular for Hall Committee activities).

C. Tick 'I want to log volunteer hours for his activity' and select 'Student Volunteering' 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!

3 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
Hall Committee: University and Whitehorn Hall - Helping with Free Bar

Hours Logged
5 hours 30 minutes

Description
The hall had put in an order with Morrisons for the bars during Freshers' Week, so I helped sort and put away this order, which took 30 minutes as we had to reorganise the cupboard. I then helped set up for the cowboy themed event between 7-8pm. I then helped serve drinks at the themed free bar from 8pm to 11pm. Finally, I helped clean up by taking down decorations and washing jugs, which took one hour as we had a lot to do! This was a good opportunity for me to introduce myself to the first-year students while serving drinks, as it is important for my role as Wellbeing Officer for the Old Wing that students feel they can approach me.

Evidence

- Screenshot of the bar rota
- Photo of the event / drinks order
- Photo of the set up and clean up

Project and Activity
Hall Committee: McIntosh Hall - Welcoming and Guiding Freshers

Hours Logged
5 hours

Description
I greeted and welcomed new members of McIntosh Hall on move-in day one. This involved standing at the door and guiding them to their rooms. I did this from 10am to 12 noon, and then from 1pm to 4pm. This was rewarding as it allowed me to introduce myself and promote our Freshers' Week event.

Evidence

- Photo of welcoming rota
- Any photos you might have taken on the day

Project and Activity

Hall Committee: John Burnet Hall - Freshers' Week Graphics and Admin

Hours Logged

3 hours 45 minutes

Description

I created the graphics on Canva to advertise the hall events during Freshers' Week. There were 5 slides for this graphic, so it look me 45 minutes to make. I also created a 'Meet the Committee' post, which took me 30 minutes to make. Part of my role involves monitoring the Hall's Instagram account and responding to DMs. I spent 5 minutes each day since the 5th of August (30 days total, so 2.5 hours total) responding to these questions and adding people to the Hall WhatsApp group.

Evidence

- Canva Graphics
- Toggl (free online time tracking tool) screenshot of time taken to make graphics
- Screenshot of DMs / WhatsApp group