

Logging Volunteer Hours: Freshers' Week Guide for Societies

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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 running events during Freshers' Week for societies, 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 society by going onto the Graduate Attributes portal and 'My volunteering' on the left-hand side panel. From here, go onto 'Your Union' and scroll through the various options. Societies are not individually named, so choose which category from Societies: Academic / Activities / Arts / Charity/Volunteering / Cultural/Religious / Political / Wellbeing/Community, best matches your society.

B. You can then select which activities you'd like to sign up for (we'd recommend ticking them all).

C. 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* Fresher's 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 (extra-curricular for societies activities).

C. Tick 'I want to log volunteer hours for his activity' and select the activity type from the drop-down menu (likely 'Student Society Leadership' or 'Student Society Membership').

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

Societies: Charity/Volunteering - Fresher's Fayre Stall

Hours Logged

4 hours

Description

I managed the stall for Women for Women during the Fresher's Fayre from 11am to 2pm. This pushed me out of my comfort zone as I had to talk to new people and explain to them the work of Women for Women. I feel proud of myself as we managed to get a high number of sign ups.

Evidence

- Photo of attendance at Fresher's Fayre
- Screenshot of Fresher's Fayre rota with name



Project and Activity

Societies: Academic - Fresher's Week Preparation

Hours Logged

1 hour 40 minutes

Description

I created the graphics for the Chemistry Society's Fresher Week. I made 5 graphics in total, each taking me 20 minutes to make on Canva. It was important that these graphics were eye catching to encourage people to attend our events.

Evidence

- x5 graphics
- Toggl screenshot (free online time-tracking tool) of time spent making graphics



Social events can only be logged when there is a clear element of volunteering, such as being the Sober Rep or MC-ing the event. Committee Members attending 'Meet the Committee' events can be counted as volunteer hours. However, just attending events, even to 'make up numbers' cannot be logged.



Project and Activity

Societies: Political - Fresher's Week Event

Hours Logged

3 hours 30 minutes

Description

I helped organise the Women in Politics 'Meet the Committee' bonfire during Fresher's Week. I was the designated Sober Rep for this event. It took 30 minutes of setting up and making the bonfire, and then the event itself ran from 8pm-11pm. I got to meet new potential members and explain the society to them, as well as encouraging first-years to run for Fresher's Rep in our upcoming EGM.

Evidence

- Photo of bonfire
- Social media post showing designated Sober Rep