



GLV 2012 Volunteering Legacy



Guidance information for London Volunteer Centres

April 2009

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1 About the project

Greater London Volunteering (GLV) has worked with Volunteer Centres (VCs) and key regional partners to develop a strong volunteering legacy in the lead up to 2012.

GLV's 2012 Volunteering Legacy Project, funded by London Councils, ran from September 2007 to April 2009. During this period the project connected with Personal Best and The Big Opportunity Direct as part of the core GLV team.

1.1 The project aims and achievements

What were the aims of the GLV 2012 Volunteering Legacy Project?

The project aimed to harness the energy and resources around 2012 to support VCs and GLV members to:

- Engage new audiences, such as under-represented groups and sectors
- Increase the number of organisations involving volunteers through their VC
- Focus on sports, arts, culture and the environment
- Link volunteers interested in 2012 to preparation roles in the local community
- Support the development of pools of events volunteers across London

How did the project achieve its aims?

The project worked strategically, building capacity, providing outreach and developing new online resources to support VCs and organisations to:

- Develop new partnerships with the sports, arts, culture and environment sectors
- Identify and promote preparation roles for people interested in 2012
- Link volunteers back to longer term roles in their local community
- Use the London Events Volunteering Calendar and new good practice resources for volunteers, Volunteer-Involving Organisations (VIOs) and VCs
- Over 1200 volunteers and VIOs were linked with their VCs through the project

1.2 About this guide

This brief guide aims to bring together the online information and guidance resources made available to all VCs through the GLV 2012 Volunteering Legacy project. These include specific guidance and resources designed to enable VCs, VIOs and volunteers to contribute to the volunteering legacy of the 2012 Olympic and Paralympic Games.

This guide includes information on 2012 Volunteering Legacy resources which will remain available to VCs, VIOs and Volunteers post April 2009, including:

- **get set, GO! Volunteer Centres**
- **get set, GO! VIOs**
- **get set, GO! Volunteers**
- The London Events Volunteering Calendar (LEVC)

The 'Looking ahead' section gives some feedback on the project and resources, and recommendations for their use in the future (see page 7).

A range of useful online guidance and resources for VCs, VIOs and Volunteers is included in the Appendices (see page 8).

2 2012 Volunteering Legacy Resources

www.eventvolunteers.org.uk / www.2012volunteeringlegacy.org.uk

This website aims to connect and equip volunteers, clubs, organisations, events organisers and London Volunteer Centres ahead of the 2012 Olympic and Paralympic Games and the Cultural Olympiad.

The thinking behind the online resources

- Enabling 2012 preparation volunteering
- Promoting good practice in volunteering
- Developing events volunteering
- Linking together volunteers, Volunteer Involving Organisations (VIO) with VCs
- Increasing the capacity of VCs and VIOs to contribute to the volunteering legacy

Key resources available on the website include

- **get set, GO!** e-packs for volunteers, VIOs and VCs
- The London Events Volunteering Calendar (LEVC)

2.1 *get set, GO! Volunteer Centres*

<http://2012volunteeringlegacy.org.uk/web/vc-pack>

The '**get set, GO! Volunteer Centres**' e-pack contains a range of useful guidance and resources aiming to support VC involvement in the volunteering legacy of the 2012 Olympic and Paralympic Games. It is easy to use and is designed to enable VCs to support VIOs and volunteers to get involved in 2012 preparation volunteering activity.

Specific '**get set, GO! Volunteer Centres**' resources include

- 2012 preparation opportunity tagging guide for V-Base (see Appendix 1)
- 2012 preparation opportunity finder for V-Base (see Appendix 2)
- Guide to using the LEVC and the GLV 2012 Volunteering Legacy website
- Specific guidance Information for VCs on how to use the LEVC
- Promotional recruitment leaflets for volunteers
- Promotional leaflets for VIOs
- 'PREP FOR 2012! Volunteer in your community now!' picture posters
- '2012 PREP volunteer in your community NOW!' preparation role posters

Why use these resources?

If you're not using them already in your VC, it's well worth considering using some or all of the online resources. They can help you to:

- Get new volunteers to try out volunteering, gain new skills and experience
- Get local organisations to create new volunteering opportunities
- Enable your VC to achieve local targets for community volunteering
- Remind your VC team about 2012 preparation volunteering
- Show local partners including council, supporters and funders how your VC is already engaging with London's 2012 volunteering legacy agenda

What else is available?

Information on the online resources to enable you to support volunteers and VIOs in the lead up to 2012 is included in pages 5-7 of this guidance.

2.2 *get, set GO! VIOs*

<http://2012volunteeringlegacy.org.uk/web/vio-pack>

The '**get set, GO! VIOs**' e-pack contains a range of useful guidance and resources aimed to support VIO involvement in the volunteering legacy of the 2012 Olympic and Paralympic Games. It is easy to use and is designed to enable VCs to support VIOs to get involved in 2012 preparation volunteering activity.

Specific '*get set, GO! VIOs*' resources include

- Good practice guidance on recruiting, supporting and managing volunteers
- Guidance on creating roles, with templates and relevant examples (see Appendix 3)
- An event organiser's checklist (see Appendix 4)
- Sporting Heroes posters for sports clubs, promoting good practice and VC support.
- Information about what VCs do (see Appendix 5)
- Direct links to the GLV website and interactive VC contacts map
- Links to the '**get set, GO! Volunteers**' e-pack and the **LEVC**
- Links to further online information support and the official London 2012 website

Why use these resources?

These resources can help your VC staff by:

- Saving valuable time and resources
- Avoiding duplication of appropriate information and guidance for VIOs
- Giving specific support to arts, cultural, sports and environmental VIOs
- Enabling local clubs and organisations to create new volunteering opportunities
- Promoting the role of your VC and raising awareness of volunteering good practice

2.3 *get, set GO! Volunteers*

<http://2012volunteeringlegacy.org.uk/web/volunteers-pack>

The '**get set, GO! Volunteers**' e-pack contains a range of useful guidance and resources for potential and existing volunteers in the lead up to the 2012 Olympic and Paralympic Games. It is easy to use and is designed to enable VCs to support volunteers to get involved in 2012 preparation volunteering activity, including events volunteering.

Specific '*get set, GO! Volunteers*' resources include

- Links to GLV's online introduction to volunteering and FAQs
- Information about volunteering in the community and preparing for 2012
- Links to the GLV website and interactive VC contacts map
- Information on 2012 preparation roles available through VCs
- A downloadable 'Record of volunteering achievement' (see Appendix 6)
- Links to the **LEVC**, further support and the official London 2012 website

Why use these resources?

These resources can help your VC staff by:

- Saving valuable time and resources
- Avoiding duplication of appropriate information and guidance for volunteers
- Giving specific support to enable arts, cultural, sports and environmental volunteering
- Enabling volunteers to identify volunteering roles and get involved in London events
- Promoting the role of your VC and raising awareness of volunteering good practice.

3 London Events Volunteering Calendar

<http://eventvolunteers.org.uk/web/events-calendar>

<http://2012volunteeringlegacy.org.uk/web/events-calendar>

The London Events Volunteering Calendar (LEVC) was developed in order to provide a central resource for events volunteering in the region. Backed up by the online resources available on the GLV 2012 Volunteering Legacy website, the LEVC aims to enable:

- Promotion of event volunteering in London in the lead up to 2012
- Volunteers to find event roles and contact the organisers directly
- Event organisers to promote their opportunities across London and access online good practice information and resources including an event organiser's checklist
- VCs to find opportunities for potential and existing event volunteers
- Communication between volunteers, event organisers with local VCs
- Referral of volunteers and event organisers to useful online information support
- User data from volunteer registrations is collected centrally and available to VCs
- Wider availability of London event organiser contact information.

The following standard electronic documents are available from GLV

- e-flyers promoting the LEVC to event organisers (see Appendix 7)
- standard response to potential event volunteers (see Appendix 8)

3.1 Listing an event

<http://eventvolunteers.org.uk/web/events-calendar/list-event>

<http://2012volunteeringlegacy.org.uk/web/events-calendar/list-event>

In order to list an event, organisers need only to complete and return a valid event listing form, downloadable directly from the website (see Appendix 9). An equal opportunities monitoring form for volunteers is also downloadable (see Appendix 10).

3.2 Twinning with VCs

Event organisers using the calendar have been 'twinned' with appropriate VCs for specific support and/or advice. This has proven very useful to event organisers who may find varying and numerous VC registration processes difficult or even impossible to complete.

3.3 Creating pools of volunteers

Guidance for VCs on tagging roles using V-Base included in the '**get set, GO! Volunteer Centres**' e-pack (see page 4), used in conjunction with the generic 'GLV London Event Volunteer' opportunity (see Appendix 11), should enable VCs to tag and track event volunteers locally. By referring potential event volunteers to VCs, the online resources aim to enable VCs to collect their details locally and build up pools of event volunteers.

3.4 LEVC and www.do-it.org.uk referrals

Volunteers referred to GLV via the LEVC and www.do-it.org.uk are forwarded on to VCs

4 Looking ahead

The GLV 2012 Volunteering Legacy resources will continue to be available online in the lead up to 2012. This includes the LEVC and get, set GO! e-packs. The calendar is now embedded into the www.personalbestprogramme.co.uk website and links are included through out the www.london.gov.uk/volunteer website.

4.1 Feedback and comments

Feedback from the survey of VCs and VIOs carried out during March 2009 was good. The online resources were widely used and almost all VCs and VIOs who responded said they were likely to use them in the future. The LEVC, good practice information and tailored guidance for event organisers and VCs were particularly welcomed. Many event organisers were impressed by the ease and efficiency of listing an event on the LEVC.

4.2 Celebration event at City Hall, 9th March 2009

http://2012volunteeringlegacy.org.uk/web/about#9th_March_Event

The end of project celebration event was used to bring together a wide range of key London stakeholders to gather views and make connections in relation to the 2012 Volunteering Legacy for London. Over 90 delegates attended and actively participated in the event. Feedback was very good and a wide range of outcomes were achieved.

Presentations available to view online

- Sophie Chapman, Office of the Third Sector
- Anne-Marie Pickup, London Councils
- Rochelle Batten and Colin Bowen, GLV 2012 Volunteering Legacy Project
- Graham Keene, London ProActives
- Matthew Watts, LOCOG Local Environmental Programme (now Changing Places)
- Iain Edmondson, Visit London

2012 volunteering legacy workshop notes available online

- **Arts, culture and heritage** by Robin Simpson, Voluntary Arts Network
- **Environment** by Rebecca Dallison and Emma Hartley, Lee Valley Regional Park
- **Sport** by Graham Keen, London ProActives
- **Events** by Iain Edmondson, Visit London
- **Disability** by Stewart Lucas, London Sports Forum for Disabled People
- **BAMER** by Bolaji Bank-Anthony, BNRRN

Other downloads available from the event

- **GLV volunteering legacy timeline** (2005 to 2015)
- **2012 volunteering legacy questions** – delegates' responses
- **2012 volunteering legacy** – delegates' commitments

4.3 Future use of online resources

The GLV 2012 Volunteering Legacy website and online resources will continue to be available to VCs, VIOs and volunteers in the lead up to 2012. The LEVC will be updated regularly via the Personal Best 3rd Sector Co-ordinator, who is based partly at GLV. For further information contact info@glv.org.uk.

5 Appendices

- 1 2012 preparation volunteering opportunity tagging guide for V-Base users
- 2 2012 preparation volunteering opportunity finder for V-Base users
- 3 Volunteer role template
- 4 Event organiser's checklist
- 5 What do Volunteer Centres do?
- 6 Record of volunteering achievement
- 7 LEVC e-flyer for event organisers
- 8 Standard response to potential event volunteers
- 9 Event listing form
- 10 Equal opportunities monitoring form
- 11 GLV 'London Events Volunteer' opportunity

Please note:

All appendices listed are available to download at
www.eventvolunteers.org.uk / www.2012volunteeringlegacy.org.uk