LEEDS BECKETT UNIVERSITY

Organisation Process

Sport and Active lifestyles to recruit for opportunities with new and existing partners. (summer)

EXISTING PARTNERS - Organisation to complete volunteering offer form

NEW PARTNERS - Organisation to complete volunteering offer form and sign agreement

ALL forms to be returned to the Carnegie Placement and Employability Unit (CPEU)

CPEU to check details and advertise opportunity on MyHub

When students apply through Myhub, Organisations will receive emails with the details of the volunteer including a personal statement

Organisation to select successful student and inform the student and the CPEU

Organisation to discuss objectives with the student prior to start of the opportunity

Student to record objectives on Myhub, a copy will be sent to the Organisation

DBS details to be provided to organisation if applicable

Organisation agree start date with student and volunteering to begin.

Organisation and CPEU stay in contact throughout the experience

CPEU to send evaluation and confirmation of hours worked required.

CPEU to send Thank you to organisation and student