



Sport and Active Lifestyles to promote volunteering at induction week and other events

Student Process

Student self sources opportunity

Student views opportunities via MyHub

Student starts application process

Stage 1 - Read and agree the code of conduct

Stage 2- Complete the application form, choosing from the drop down list of opportunities to apply for or to register your own experience

Application vetted by CPEU then sent to Organisation

If application is NOT suitable,, an email will be sent to student with feedback to amend application

If application is suitable,, an email will be sent to the Volunteering organisation for consideration

Volunteering supervisor accepts or declines application

If Declined, student to receive email and encouraged to apply for other opportunities.

If Successful, student will receive email confirmation, and will be contacted by the organisation

Stage 3 - Student must arrange a date to meet with the volunteering organisation to discuss and agree objectives. These objectives must be recorded on Myhub

Objectives vetted by CPEU then sent to Organisation

If objectives are NOT suitable, an email will be sent to student with feedback to amend them

If objectives are suitable, an email will be sent to the Volunteering organisation to agree the objectives

Volunteering supervisor agrees or

If Declined, student will receive an email asking to re-do the

COLOUR CODE
ADMIN
STUDENT
ORGANISATION



