



NCO



1-7
JUNE

VOLUNTEERS' WEEK



You make the difference



Be part of the UK's biggest
celebration recognising the
contribution of the 22 million
people who volunteer in their
communities

www.volunteersweek.org.uk

@NCVOvolunteers | #volunteersweek

WHAT'S IT ALL ABOUT?



Tell volunteers ‘you make the difference’ this Volunteers’ Week

During [Volunteers’ Week](#) hundreds of events and celebrations will take place across the country to say thank you to volunteers, recognising the important contribution they make.

We hope that this pack will inspire you to get involved this year. From running events to sharing thank you messages on social media, we want to organisations across the country to come together to let volunteers know that they make a difference.

HOW YOU CAN GET INVOLVED?

In this pack are some ideas to get you started and help make your Volunteers' Week a success!

From running events in your community to volunteer recruitment, we've got tips and guidance to support you.

We're hoping to see a vibrant mix of activities and celebrations, so use your creativity and develop your own ideas too.



RUNNING AN EVENT

Events can be a great way to bring people together to celebrate the contribution of volunteers who give their time.

Check out our Studyzone course on [how to plan and run a great event](#), free for NCVO members.

Use our [flyer template](#) to help advertise your event.

These step-by-step guides provide practical advice for anyone looking to hold a [street party](#) or [community event](#).



HOLD AN AWARDS CEREMONY FOR YOUR VOLUNTEERS

Holding an awards ceremony is a great way to recognise the achievements and contribution your volunteers make.

Use our [certificate template](#) if you want to formally recognise their contribution.

Events aren't for everyone and so for other ideas check out our [Quick Guide to Thanking Volunteers](#), free for NCVO members.

Or read our [how to guide](#).



HOLD A RECRUITMENT EVENT

Volunteers' Week is a good time to generate interest in volunteering, highlight the benefits and show how your volunteers help you to achieve your mission.

Running events in new locations might help to attract people who wouldn't usually hear about your organisation or volunteer for you.

Look for local events and recruitment fairs you might be able to join if you can't hold your own event.

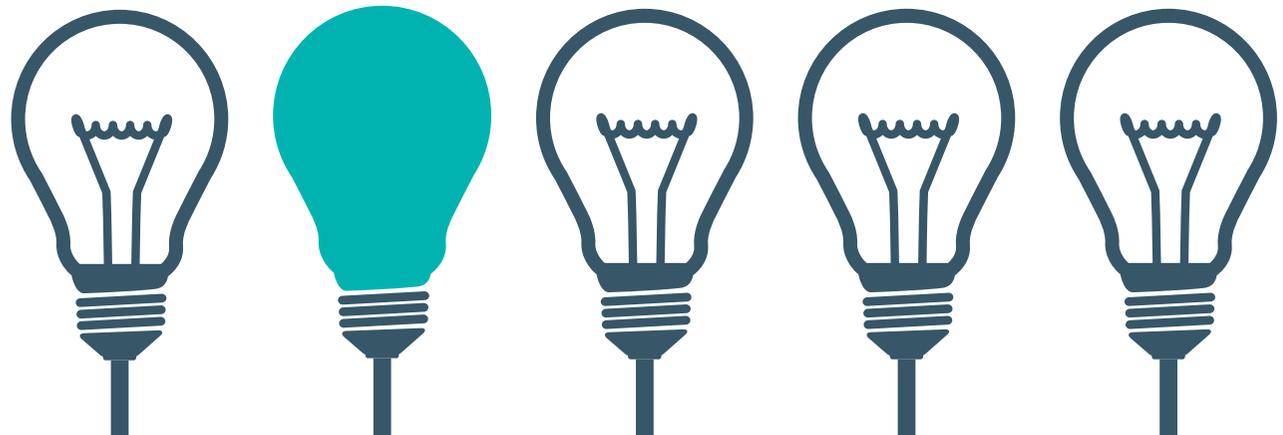


VOLUNTEER RECRUITMENT – SOME TOP TIPS!

The [Quick Guide to Recruiting Volunteers](#) is free to NVCO members, or read our [how to guide](#).

Our [‘Where volunteering begins’](#) videos help to highlight some of the benefits of volunteering.

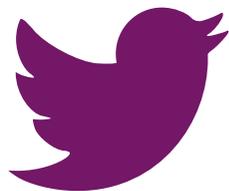
Visit our [recruiting and managing volunteers](#) section of our website NCVO Knowhow Nonprofit.



PUBLICISING YOUR EVENT

Get in touch with your local media to tell them about your event using our [press release template](#).

You can also tweet us
[@NCVOvolunteers](#)
[#volunteersweek](#)



Put your event on the [Volunteers' Week map](#).

Posting your event on the map will help people to find an event happening near them.

We will also be highlighting events taking place to local media, and we can include your event if it's on the map.

Volunteers' Week Events

Click on the markers on the map to see more about events happening near you.

Add your event to the map.



EVENT VOLUNTEERING

Volunteers' Week is also a great time to inspire others to get involved and to highlight the diverse and exciting volunteering roles out there!

Use your events to create opportunities for people to give volunteering a try. Event volunteering can be a really great, short-term, flexible way to give people a taste of the volunteering experience.

People are increasingly looking for flexible volunteering that they can fit in around work or other commitments and your Volunteers' Week celebration may just be the thing to attract them.

Your event can also be a focal point to get people in your community using their skills, time and talents to help others.

Check out our [guidance](#) on developing short-term or 'micro-volunteering' opportunities and on [recruiting and managing volunteers](#).



LAUNCH A NEW PROJECT

If you're about to start a new volunteering project, launch it during Volunteers' Week.

Make sure you have information about the project available, as well as how people can get involved as volunteers.

You may find our online training on [creating volunteer roles](#) helpful.



SHOWCASE YOUR VOLUNTEERING

Volunteers' Week is an ideal time to showcase what your organisation is doing and the contribution your volunteers make.

Consider inviting key stakeholders and partners in your local area to celebrate with you.

Prepare an invitation list early so you can get the date of your event in people's diaries.

Inviting your local MP can be a good place to start, using our [template letter](#).

You can also read our [top five tips](#) for inviting your MP.

Explore ways in which you can measure and demonstrate the impact of your volunteering. Our [Volunteering Impact Assessment Toolkit](#) might help.



FIVE TIPS FOR INVITING YOUR MP



Find your local MP on the [UK Parliament Website](#) by entering the postcode of your organisation. If you click through to their profile, this will also give you all their contact details.



It's up to you whether to send the invitation by letter or by email. Just make sure you include your postcode, either at the top of the letter or as part of the subject line of the email. This helps them identify you as a constituent as shown on our [template](#).



It can take MPs' offices a while to respond as they receive so much post. However, if you have not heard from them after two or three weeks, you might want to call them to check they have seen the invitation.



Events on Fridays are usually best for MPs because Parliament does not sit on Fridays and they spend the day in their constituencies. Thursday evenings and Monday mornings can also be good options.



Local MPs like to attend events that are also photo opportunities, which they can use with the local press or on their own blogs. Think about what suitable activities they could do with your organisation or which volunteers they might be interested to meet. You may also want to produce a press release about the visit and contact the MP's office to offer to draft a quote for them.

CELEBRATE ON SOCIAL MEDIA

Follow the official twitter account for Volunteers' Week: [@NCVOvolunteers](https://twitter.com/NCVOvolunteers)

Tweet saying thank you to your volunteers using [#volunteersweek](https://twitter.com/hashtag/volunteersweek)

If you're new to social media and want to know more, check out our [online training](#) and [case studies](#).



#ivolunteer



If you're a volunteer, tell others what inspires you to volunteer, how your volunteering helps others or how it has helped you.

- ★ Print the [#ivolunteer](#) banner to use in your photos and videos.
- ★ Share them online using [#ivolunteer](#)

- ★ We will share some of the most inspiring ones on [@NCVOvolunteers](#) and on our [Pinterest board](#).



DOWNLOADS



From certificates to bunting this is where you can download our free resources to help make your Volunteers' Week a bright and colourful success!

★ [Logo pack](#)

★ [Bunting](#)

★ [Twitter banner](#)

★ [Certificates](#)

★ [Event flyer](#)

★ [Thank you card](#)

★ [Banner](#)

★ [Poster](#)

★ [Imagery](#)

MORE INFORMATION



Below you can find more information and advice about volunteering, volunteer management and good practice.

For more ideas read our [Quick Guide to Thanking Volunteers](#), Free for NCVO members.

NCVO has a range of resources providing [information and guidance on volunteer management](#).

[Contact your local accredited Volunteer Centre.](#)

CONTACT US

If you have any questions
or would like to share how
you plan to celebrate,
please get in touch.

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www.volunteersweek.org.uk

[@NCVOvolunteers](https://www.instagram.com/NCVOvolunteers) | [#volunteersweek](https://www.facebook.com/volunteersweek)





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HAVE A GREAT VOLUNTEERS' WEEK!

From everyone at NCVO

