Volunteering Champion Pack

You are a member of an amazing community of 14,000 volunteers, giving around 13 million hours of support each year, whilst having amazing experiences that you genuinely couldn’t find anywhere else. We would love your help to spread the word about volunteering for Guide Dogs in your community, so others join our life changing team.

This guide provides useful tips on how to use the materials enclosed, and how to talk about volunteering.

# Top tips for promoting volunteer roles

## Posters and leaflets

* Display the posters and leaflets prominently at your events.
* Consider the type of person who would be attracted to volunteering with Guide Dogs and put up posters at locations in your community they might visit.
* Ask local organisations or businesses if they can display a recruitment poster or some leaflets.

## Speaking to an individual

* Prominently display your ‘Ask me about volunteering’ badges.
* Show passion and enthusiasm for Guide Dogs and volunteering. Share what your role is and what you love about it. If you are talking about other roles, tell them about the great experiences other volunteers have had in those roles.
* Ask open questions to help you tailor the roles you talk to them about, for example The roles’ ideal for working individuals are Fostering and Fundraising. Most of our roles will be great for recent retirees. Focus on their interests and time commitments. Open questions might include:
	+ What skills would you like to bring to volunteering?
	+ How much time might you have to give to volunteering?
	+ Do you work or have other commitments?
* Offer business cards.
* If they are interested in finding out more from a member of our volunteering team, and you are up to date with your Data Protection training, please use our ‘registration of volunteer enquiry form’ to gather their details.

# A guide to volunteering roles

Things to remember about all our roles:

* They should check our website for availability of roles in their area.
* We’ll make sure we pay any expenses related to volunteering with us. Volunteering for Guide Dogs should never leave you out of pocket.
* New volunteers will complete an application, interview, and training.
* Their volunteer manager will support their volunteering journey.

# Be part of a fundraising group

Our fundraising groups vary in size but have something special in common; they love coming together to have fun whilst building great local connections, and they raise funds and awareness to enable Guide Dogs to continue to provide our life changing services. You’ll be a great ambassador for Guide Dogs, helping share our stories. Our roles are flexible and fit around you.

## Fundraising Group Coordinator

You will have a passion for building great relationships in the community and with other volunteers. Together with the rest of your local Fundraising group, you will plan and arrange activities and events and promote them locally, whilst being fully supported by Guide Dogs.

This role is perfect for:

* A great relationship builder with organisational and communication skills.
* A person who is looking to put their skills into practice, or learn new ones.

## Treasurer

Take the lead on counting and banking the money raised by your fundraising group, keep a tally on the funds raised and help the group to celebrate their achievements. This role suits someone with a love for numbers.

## Fundraiser

Assist the local fundraising group in promoting and taking part in a varity of activities, to raise money for Guide Dogs. If you love socialising with others or simply want to get involved with events in your local community, then becoming a Fundraiser could be the right step for you.

## Collection Box Coordinator

Place our iconic boxes locally and tally up the funds before paying them in. This role is perfect for those who love getting out and about and building connections in their local community. It’s flexible and could suit someone who likes working independently.

## Merchandise Coordinator

Swoon people’s hearts through displaying, ordering and storing our adorable cuddly dog teddies and other merchandise items. If you will enjoy managing stock levels and making our displays look enticing, to raise funds and awareness.

## **Volunteering with our dogs**

As a dog lover you will witness the journey of our dogs at various stages of their development, whilst receiving expert support and training.

You will need:

* A secure outdoor space for toileting and an agreement from your landlord if you are renting.
* Be able to physically handle a large breed weighing up to 40kg.
* To be patient with our dogs and open to our training.

## Puppy Raising

A full-time role, looking after a puppy for 12-16 months and guiding them through training, socialisation, the introduction of new environments and experiences. You will not leave the pup alone for longer than 4 hours a day.

This role is perfect for someone looking for a companion or a young professional or recent graduate who is looking to take a gap year to learn a new skill for a future career.

## Fostering

Providing a home for our dogs in training for approximately 30 weeks, without the fulltime commitment. You will drop off and pick up the dog from your local Guide Dogs site at agreed times, Monday to Friday, usually by car. Whilst at home you will feed, groom and reinforce techniques from our training.

This role is perfect for someone working a 9-5 job and lives near to a local centre.

## Breeding Dog Holders

A full time role in which you will provide a forever home and care for a guide dog mum or dad. You will transport the dog to the National Centre, to support bringing the next generation of guide dogs into the world. You should live within an hour’s drive of the National Centre, Leamington Spa, CV32 6AH and have access to a car.

If you care for a guide dog mum you will also create a safe environment for them when they are giving birth within your home, with the support from Guide Dogs. You will also give temporary loving care to a litter of future guide dogs when they arrive, for their first 7 to 8 weeks.

# Helping prospective volunteers apply

The best way for people to apply for any one of our volunteering roles, is through our website.

Signpost people to: [**www.guidedogs.org.uk/volunteer**](http://www.guidedogs.org.uk/volunteer)

Or invite them to scan our QR code



On the webpage they will be asked to input their postcode, which will display a list of opportunities available in their area. They can apply for multiple roles if they wish. It is useful to have personal information to hand, along with the details of two referees who have known them for longer then two years. The referees should not live with them and should not be family members.

For applicants who want to apply on the phone or have any queries, signpost them to our Volunteering Office on **0345 143 0191**.

If someone is not yet ready to apply, but would be interested in finding out more from a member of our volunteering team, and you are up to date with your Data Protection training, please use our ‘registration of volunteer enquiry form’ to gather their details and pass them to your Volunteering Coordinator to follow up.

Thank you for being an ambassador for volunteering at Guide Dogs and helping us welcome more volunteers to make a difference to the lives of people who are blind and partially sighted.