

SCHOOLS TIPS & GUIDANCE ON USING INSPIRING THE FUTURE

Finding Volunteers

Question	Answer	Handy Tip
Who am I seeing when I search for volunteers?	The volunteers you can see are ones that have chosen to volunteer in your area. Whether that's because they live there, work there or perhaps even grew up there.	You can check to see if there are any former students by ticking the box "Former Students Only" on the Find Volunteers page.
There's lot of volunteers in my area how do I find ones to invite?	You can filter volunteer by: <ul style="list-style-type: none"> • Sector they work in • The route they took to get there (whether they did an apprenticeship for example) • The subjects that might be relevant to their career such as maths or art • If they have other specialisms such as a language skill or experience of entrepreneurship 	Another thing you can do is sort volunteer profiles by putting our newest members at the top, this can be a really good way of getting those volunteers who've most recently registered and are keen to get out to volunteer for you.
How many volunteers should I invite?	Sometimes you know exactly what you want from a volunteer, sometimes you don't. If you're not quite sure we've found that sending at least ten invitations for every volunteer you need means you'll have an even greater chance of someone being available for your event. Having said that many will have success by just sending one, just remember that if they can't make it you can then invite someone else just as easily.	If on your first attempt the volunteers you invite aren't available you can easily add more to your activity.
What happens if I can't find volunteers for my opportunity?	If you're really struggling contact our schools team on enquiries@inspiringthefuture.org and we'll look to help out.	Remember that new volunteers sign up all the time. So if you don't find exactly what you need immediately check back to see who else has joined.

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Sending your message

Question	Answer	Handy Tip
When should I send invitations?	We know sometimes things come up last minute and you need to find volunteers fast, our system allows you to do that. However, we've found that sending your message with at least two months' notice will give you the best chance of someone being available.	If you find volunteers you want to engage with on the system why not start a conversation even if you haven't yet got a date in mind for the activity.
What should I include in the message?	<p>Our system will automatically pull through the name of your school and the activity date but in the message you write do reiterate and include:</p> <ul style="list-style-type: none"> • The school name and where you are • What the opportunity is • What's expected of the volunteer and why you'd like them to come in • Your role <p>If you're just sending to one or two volunteers make sure you personalise it and let them know why you're reaching out to them / how they can make a difference.</p> <p>If you're sending to lots of volunteers you can still look to make the opportunity sound exciting and appeal to why it's important to get the volunteers involved.</p>	<p>Check out our sample messages below for some inspiration</p> <p>Try not to use jargon or school language that might not be understood.</p>
How do I check who I previously invited to my activity?	Simply login and select this volunteering opportunity from the My Project/Events section. Click the "Show Invitees" button to see who you invited. You can also see this information under My Messages	
What do I do if I need to cancel my event?	Inform the volunteer as soon as possible if the opportunity has been cancelled or date has been changed.	We recommend you send a message to volunteers to do this but the system will automatically send a notification to volunteers if you simply change the date on your event

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Good to know

Question	Answer
Does Inspiring the Future get DBS (Disclosure & Barring Service) checks for volunteers?	We don't do this because for Inspiring the Future activities volunteers should not have unsupported access to students. Schools are experts on child protection and they chose the volunteer who has contact with their students and the most appropriate safeguarding practices.
Does Inspiring the Future vet what volunteers say in their profile?	We take it on trust they have been honest about their skills and experience. There are also legal terms and conditions that they must agree to before registration.
How old are volunteers?	They are aged 18 right up to retirement age, and we want people of all ages, levels and backgrounds. People in their 20's are close in age to secondary school/college students who will be able to relate to them, but people with experience can also be invaluable to young people's decision making.
Will people try to sell me goods and services?	This is not allowed under the terms and conditions that employee volunteers must agree to on registration. Any trying to sell anything will immediately be removed from the system or asked to stop.
What are the range of activities volunteers might be involved in?	<p>At the moment volunteers can actively chose to be involved in:</p> <ul style="list-style-type: none">• Career Insights• Help with CVs• Mock Interviews• Numeracy• Reading• School Governor <p>However, our volunteers are all keen to give something back and tell us that they might be open to other activities so we'll soon be expanding that range.</p>

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