

## SCHOOLS TIPS & GUIDANCE ON USING INSPIRING THE FUTURE

### Finding Volunteers

Question	Answer	Handy Tip
<b>Who am I seeing when I search for volunteers?</b>	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.
<b>There's lot of volunteers in my area how do I find ones to invite?</b>	You can filter volunteer by: <ul style="list-style-type: none"> <li>• Sector they work in</li> <li>• The route they took to get there (whether they did an apprenticeship for example)</li> <li>• The subjects that might be relevant to their career such as maths or art</li> <li>• If they have other specialisms such as a language skill or experience of entrepreneurship</li> </ul>	Another thing you can do is <b>sort volunteer profiles</b> 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.
<b>How many volunteers should I invite?</b>	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.
<b>What happens if I can't find volunteers for my opportunity?</b>	If you're really struggling contact our schools team on <a href="mailto:enquiries@inspiringthefuture.org">enquiries@inspiringthefuture.org</a> 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
<b>When should I send invitations?</b>	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.
<b>What should I include in the message?</b>	<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"> <li>• The school name and where you are</li> <li>• What the opportunity is</li> <li>• What's expected of the volunteer and why you'd like them to come in</li> <li>• Your role</li> </ul> <p>If you're just sending to one or two volunteers make sure you <b>personalise it</b> and let them know why you're reaching out to them / how they can make a difference.            If you're sending to lots of volunteers you can still look to make the opportunity <b>sound exciting</b> 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>
<b>How do I check who I previously invited to my activity?</b>	Simply <a href="#">login</a> 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	
<b>What do I do if I need to cancel my event?</b>	Inform the volunteer as soon as possible if the opportunity has been cancelled or date has been changed. If you have cancelled the event please also email us at <a href="mailto:enquiries@inspiringthefuture.org">enquiries@inspiringthefuture.org</a> so we can amend the system.	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
<b>Does Inspiring the Future get DBS (Disclosure &amp; Barring Service) checks for volunteers?</b>	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.
<b>Does Inspiring the Future vet what volunteers say in their profile?</b>	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.
<b>How old are volunteers?</b>	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.
<b>Will people try to sell me goods and services?</b>	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.
<b>What are the range of activities volunteers might be involved in?</b>	<p>At the moment volunteers can actively chose to be involved in:</p> <ul style="list-style-type: none"> <li>• Career Insights</li> <li>• Help with CVs</li> <li>• Mock Interviews</li> <li>• Numeracy</li> <li>• Reading</li> <li>• School Governor</li> </ul> <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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Sample Invitations:

### *Careers Speed Networking Event*

Hello

Here at the xxx School, [location] we would be delighted if you would be able to join us at this year's Year 9 Networking morning. It would be great if you can make it as I know the students do love to learn about your industry and the possibilities for them in the future.

This Careers Networking event will be on Wednesday 8th February 2017 from 8.30 to 1pm. Lunch will be provided.

The purpose of the event is to motivate our students by opening their eyes to the opportunities available to them after school and by enabling them to understand the connection between what they learn at school and success in their futures. During the morning the whole of Year 9 (around 200 students ages 13 and 14) interview at least 7 adults for 5 minutes from different professions and organisations to find out about different careers, but also importantly the sort of skills and qualifications that are required in the workplace. This is their first step on their own career's journey so we want them to understand that it is a journey, there is no one answer and to learn from the example of others. This event is the beginning of our on-going career programme to motivate students and give them some key information before they make their GCSE choices after Easter. We really hope you might be able to come along. I will await to hear from you. Thank you.

[Teacher name and contact]

### *Science Super Learning Day*

Hi [volunteer's name],

I'm a teacher in a xxx primary school, [location]. We're organising a super learning day all about science and we'd really appreciate being able to get some first-hand knowledge from an experienced person like yourself talking about how you use science in your job. The talk will last no more than one hour and it will be from 3.30 to 4.30pm.

It'd be great if there could be some sort of activity to go with it also and we'd be happy to discuss how that might work. Looking forward to hearing from you

[Teacher name and contact]

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*Mandarin Talk – xx/03/2017*

Hi [volunteer name],

My name is [name] and I am the Head of Languages at [xxx School], a state secondary school in [location]. We currently teach Mandarin throughout the school and have approximately [xx] students studying Mandarin GCSE. Your insight into China sounds like great enrichment for our students. Would you be interested in visiting our school? The date I have proposed is flexible so we can work around your commitments! I look forward to hearing from you.

Kind regards,

[Teacher name]

*Apprenticeship insight session*

Hello

I hope you are well. I work for xxx school, in [location] and am organising an apprenticeship insight session for our students. We are very much hoping to create a worthwhile, inspiring session which will open students' eyes to gain a better understanding of apprenticeships. We wanted to invite you in, as from your profile can see that you have experience of apprenticeships and it is really important that students get to hear first-hand from those who work in or with apprentices.

The plan for the session is for groups of 30 students from Year 10 to receive an introduction about apprenticeships from our staff and then for you to share your insights about either your apprenticeship and career or how you currently work with apprentices with a short Q&A. The session should last no longer than one hour and we can be flexible on timing.

We really hope that this will be an interesting, meaningful session and would love it if you would join us. We look forward to hearing from you.

With thanks and best wishes to you,

[Teacher name, Job Title]

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*World of Work - xxx*

Hi

I am teacher at a school called [xxx] Primary School in [location]. We are holding a world of work project from April to June with our [xx age / year group] class with our aim being to expose the children to as many different careers and career paths as possible from a young age. Now, more than ever, we are being asked to provide children with the skills required for future careers, therefore, it is so important that children are aware of the vast and varying careers available to them. I would sincerely appreciate your help in doing this by visiting us at our school to talk to the children about your career and the path you took to get there. Our class size is [xx children] and they are all very enthusiastic to listen and learn.

Thank you in advance for your help

[Teacher name]