

University of Brighton – School of Business and Law

DB666

DEVELOPING PROFESSIONAL PRACTICE IN BUSINESS

This information pack contains:

- **Information on the module for organisations**
- **Organisation Project Brief form**
- **DB666 Example Project Briefs Case Study (for information only)**
- **Volunteer Agreement (for information only)**

INFORMATION FOR ORGANISATIONS -

Thanks so much for your interest in working with the School of Business and Law students who are looking for projects for their final year module (titled DB666 - Developing Professional Practice in Business). The students are final year students who have not undertaken a placement year and are on one of the following courses, all undergraduate courses: Business, Business with Human Resources Management (HRM), Business with Marketing, Business with Finance, Business with Economics. The students will work in groups of 5/6 and will be self-managed. Self and team management alongside project management are some of the skills we are wanting them to develop further. Clients and each 'Client-team' will be supported by academic members of staff.

So that we can add your project to our projects list for discussion with the students in March please complete the attached forms in full and email them to the module leader Dr. Julian Riano J.D.Riano@brighton.ac.uk

We will be meeting with the students in February at the start of the new academic semester and organisation projects will be assigned to their client-teams by March. We will also be discussing expectations with them, both of what will be expected of them as consultants to you and what they can expect from you as a third sector/public sector organisation. These documents are part of the student's module assessment.

If your project is chosen (most are) then a student client group will be in contact with you. We will pass your contact details on to the student group so that they can contact you to arrange an initial project-briefing meeting.

Project times generally run from March and must be completed by May so they can be marked as part of the student's final degree award.

A placement check list has been included in this pack – this is primarily for information only. The wellbeing and safety of our students is paramount and therefore if any visits take place on your premises, it is important that this document is referred to in regard to liability, insurance and health and safety.

Do contact us if you have any questions about the consultancy projects process and the module.

University of Brighton –

School of Business and Law

DB666 PROJECT BRIEF FORM

Students will view the details you provide on this form, so please provide as much information as possible so we can promote your project fully.

Developing Professional Practice in Business - Final year BSc Business students work in groups of maximum 5 on a consultancy project for an organisation. The project should take approximately 250 hours of their time and last for between 6-8 weeks. You can select one of the four types of projects as detailed below. These provide broad outlines of what can be achieved, with final client proposals being developed and agreed between the student group and client (you/ your organisation) as part of the project.

Today's date:		Organisation:	
Contact name:		Contact's job title:	

Address of organisation:	Placement address (if different) (Please note, if you do not have an office/organisation address, we expect all meetings with students to take place in public areas, e.g. cafes, libraries, university cafes):
Postcode:	Postcode:

Telephone No:	E-mail address:
Fax No:	Website:

Organisation type Please select one of the following:				
Not-for-profit Community & Voluntary Community Interest Company (CIC)	Government, Local authority	Micro and SME	Limited compnay	Other. Which? _____
Yes / No	Yes / No	Yes / No	Yes / No	

Types of project available

A. **A marketing plan:** the aim is to examine the position of the organisation in the sector in terms of the strength of competitors, availability and reliability of suppliers, threats of new products/services undermining the organisations income/client base as well as identification of opportunities for increasing revenue and clients.

B. **A promotion plan:** the aim is to review current and competitor promotion activity to develop a supported and feasible promotional plan. This will involve completing a 'strengths, weaknesses, opportunities, threats' and 7Ps (price, promotion, place, product, people, process, physical evidence) analyses of current

activity to examine past promotions, define key performance indicators. This will be done with the aim to help clients identify their current promotion status and how they can measure more effectively their inputs and use their resources more effectively.

- C. **Product/service development:** the object being to identify possible new products/services or markets suitable for your organisation. This will involve undertaking a 'strengths, weaknesses, opportunities, threats', also a political, economic, social, technological, environmental, legal, and Ansoff Matrix analyses for the client's firm to identify potential opportunities for product/service/market development and/or diversification.
- D. **A Human resources plan:** develop a plan to understand current status of employees and managers in terms of their skills. Propose a plan for skills development part of a continuous professional development within the context of the Sustainable Development Goals (SDGs). Also, develop a coherent and comprehensive plan for HRM including aspects of recruitment, retention, training and period evaluation of current and new employees.

<i>Title of the project</i>	
<i>Which project type</i> A marketing plan: A promotion plan: Product/service development: A human resources plan:	

The project
The organisation/project <i>Please give brief details of your organisation – location, sector number of employees, where and how you will meet the student.</i>
The Project <i>Please give full information about the project you would like the students to undertake, including any particular requirements that students must have in order to participate in the project (e.g. skills, expertise, knowledge). This must be essential criteria to the project to avoid discrimination or bias. Please detail what support is available and why you think a student group can help.</i>

Further briefing points about Business Student 'Client-Teams':

1. Students are in the final year of their undergraduate business degree.
2. This module helps you with having the fresh eyes and research outlook of a group of students to help you with a problem or opportunity. It helps the students understand better real-life organisational and business issues and how to try and solve them. It gives them a taster of working life too.
3. Please make your description of the student support you want from us (on the Project Brief form) as specific, clear and measurable as you possible can. In their first meeting with you, and subsequent project plan, students will clarify with you plans and expectations and agree with you what they will deliver and when.
4. Projects that students work on are many and varied. Those that have some research element, survey, service/product test, business plan, digital marketing or similar content work very well. This said, we have had students work on many other projects such as events management, risk management, and producing guidance and training materials.
5. They have worked on group-based projects before but not 'live' projects for outside clients.
6. Their studies have included modules in general business, research methods, marketing, finance, human resources/ organisational behaviour and economics plus more specialised and optional topics broadly in the business and management field.
7. Mostly, they will not know the details of your working world so please take this into account. They will be assisted by us to read around and research the context of your project. Please encourage them to do this also.
8. The resources available to you is approximately 120 to 150 hours in total (with 4 to 5 students) of research/development time from students as each student devotes around 30 hours each excluding writing up time over the November to March period.
9. Communications and time management are key elements to enabling projects to work well, so please establish your availability and lines of communication with your team. It needs not involving you in much time but will require some regular contact by email or in person.
10. It's important that, if your organisation does not have an office/organisation address, that any meetings with the students take place in public places, such as cafes, libraries or university cafes/libraries. Please do not meet with students in your personal/private address.

Example of PROJECT BRIEF FORM A

Community Placement module students will view the details you provide on this form (italicised below) and will make choices about their project based on this, so please provide as much information as possible so we can promote your project fully.

Today's date:	31.10.2019	Organisation:	Institute for Employment Studies
Contact name:		Contact's job title:	Director of HR Consultancy & Research

Address of organisation:	Placement address (if different) (Please note, if you do not have an office/organisation address, we expect all meetings with students to take place in public areas, e.g. cafes, libraries, university cafes):		
Institute for Employment Studies City Gate, 185 Dyke Road, Brighton			
Postcode:	BN3 1TL	Postcode:	

Telephone No:		E-mail address:	
Fax No:	-	Website:	www.employment-studies.co.uk

Organisation type Please highlight one of the following				
Not-for-profit Sector X	Community & Voluntary Sector	Community Interest Company (CIC)	Statutory Body	Profit-making Company

The organisation/project <i>Please give brief details of your organisation/project</i>
IES is an independent, apolitical, international centre of research and consultancy in public employment policy and HR issues. It works closely with employers in all sectors, government departments, agencies, professional bodies and associations. IES is a focus of knowledge and practical experience in employment and training policy, the operation of labour markets, and HR planning and development. IES is a not-for-profit organisation. IES has fifty years' experience of helping to improve the world of work. We do this through research and consultancy with employers, employer bodies, professional associations, government departments, educational institutes and foundations. We focus on developing evidence-based HR and management Our work with employers focuses in three areas – understand, improve and evaluate: • Understand – we help employers make sense of what is going on inside their organisation and in their operating context. This enables better choices to be made on where action is required. • Improve – we work with employers to help improve the work of HR and of management/leadership. • Evaluate – we help employers track the impact that changes have. This can enable improved ROI and better learning of what works in their context.

We are a charity and we are independent. We have offices in Brighton and London. We work across the UK and internationally. We have a team of experienced researchers and consultants who work closely with clients to ensure effective delivery.

Title of the project

Understanding the Institute for Employment Studies' market position and track record in HR Consultancy & Research.

The project

Please give full information about the project you would like the students to undertake, including any particular requirements that students must have in order to participate in the project (e.g. skills, expertise, knowledge). This must be essential criteria to the project to avoid discrimination or bias.

IES can be viewed as a well kept secret with an amazing pedigree of 50 years of research and consultancy. People that know IES seem to like and respect our work, often coming back to us for support over a number of years. In the commercial sector we find there HR directors who haven't heard of us or thinking we are part of government producing long complex reports. In order to sustain and grow our impact and reputation we need to understand how we and our competitors are perceived, as well as understanding our strengths to grow our brand.

This project is designed to help us understand how IES' competitors are positioned in the market and how they communicate about who they are and what they do. It is also to help us understand where our strongest areas of HR Consultancy and research work have been. These two requirements can be described as:

1. Undertake a review of other research institutes and consultancy organisations to identify what their output is, how they communicate about themselves and what their brand is.
2. Review the HR consultancy & Research projects IES has undertaken in the past 2 years to identify what are the key themes of our work and how we can use these as reference stories for marketing what we do.

The project is commissioned by Ed Griffin, Director of HR Consultancy and Research at IES. The project team will need and be able to access members of the IES team who are predominantly based in Brighton. There will also be access to our Communications and Marketing Manager.

Example of DB666 PROJECT BRIEF B

Community Placement module students will view the details you provide on this form (italicised below) and will make choices about their project based on this, so please provide as much information as possible so we can promote your project fully.

Today's date:	28 February 2022	Organisation:	BoogieSearch Ltd
Contact name:		Contact's job title:	Chief Operating Officer

Address of organisation:	Placement address (if different) (Please note, if you do not have an office/organisation address, we expect all meetings with students to take place in public areas, e.g. cafes, libraries, university cafes):		
Postcode:		Postcode:	

Telephone No:		E-mail address:	s
Fax No:		Website:	boogiesearch.com

Organisation type Please highlight one of the following				
Not-for-profit Sector	Community & Voluntary Sector	Community Interest Company (CIC)	Statutory Body	(Private limited company)

<i>The organisation/project</i> Please give brief details of your organisation/project

<i>Title of the project</i>	To evaluate the customer behaviours driving the decision making process of picking which club night/ nightlife event to attend. Then through the data collected evaluate marketing techniques and strategies that can be used to influence event goes into picking certain events over others.

<i>The project</i> Please give full information about the project you would like the students to undertake, including any particular requirements that students must have in order to participate in the project (e.g. skills, expertise, knowledge). This must be essential criteria to the project to avoid discrimination or bias. The student undertaking this project will have two main tasks they need to complete: The first task is understanding the current customer behaviours driving the decision-making process of deciding which event to attend. We are wanting to find out:

- *What the generic timeline from saying 'let's go out' to deciding which event to attend*
- *What factors come into deciding what event to attend*
- *How do these factors change for different types of event goers?*

The second task is then from this data devise techniques and strategies that event organisers can then use to influence the decision in support of their events

- *This requires researching current strategies promoters use*
- *Developing new strategies and modifying existing strategies*

Students need the following required skills to be able to partake in this project

- *Understanding of nightlife / be a regular event goer*
- *Enjoy collecting data and making data driven decisions*
- *Have a passion for marketing.*

Example of DB666 PROJECT BRIEF C

Community Placement module students will view the details you provide on this form (italicised below) and will make choices about their project based on this, so please provide as much information as possible so we can promote your project fully.

Today's date:	23rd February 2022	Organisation:	Pett Level Independent rescue Boat
Contact name:		Contact's job title:	Volunteer: Base Crew; Fundraiser, PR, Outreach

Address of organisation: As the boathouse does not have a facility for accepting post, volunteers organise for post to go to their personal addresses, eg: financial correspondence goes to the Treasurer, fundraising correspondence to fundraisers etc ... The address below is the personal address for contact, as it will be the best address for correspondence about this placement ...		Placement address (if different) (Please note, if you do not have an office/organisation address, we expect all meetings with students to take place in public areas, e.g. cafes, libraries, university cafes):	
Postcode:		Postcode:	

Telephone No:		E-mail address:	For this project:
Fax No:		Website:	https://plirb.com/

Organisation type Please highlight one of the following				
	Community & Voluntary Sector	Community Interest Company (CIC)	Statutory Body	Profit-making Company

<i>The organisation/project</i> <i>Please give brief details of your organisation/project</i>
Pett Level Independent Rescue Boat (PLIRB) was founded in 1970 in response to an urgent need to prevent harm and to save lives along the hazardous coastline, inland lakes and rivers between Rye and Hastings in East Sussex. As an independent rescue service, we have grown to a well-respected local rescue charity, managed and crewed by local volunteers who are trained to a high standard in seamanship and first aid, together with other specialist skills. Our main purpose is to preserve life and protect sea users from harm. This also extends to wider protection of the environment around us, through beach cleans and pollution awareness. Our backdrop is a coastal area which includes cliffs which present a danger both from the top and at the bottom, along a coastline littered with submerged hazards, banks of sinking mud, fast rising tides and 'flooding' incoming tides which may catch beach users unaware, often trapping them in perilous situations at the base of the cliffs. Since the launch of the service, and in further response to the growing number of tragedies at Camber Sands (located just beyond Rye Harbour) PLIRB volunteers also respond to situations at the Camber Sands coastline,

volunteering time and skill to protect the public and save lives over the peak holiday periods, when thousands visit local beaches.

Additionally, there is a current, growing need for PLIRB services to support local HM Coastguards, emergency services and Border Force in respect of illegal boat landings along our local coastline. Our humanitarian rescue role includes preventing harm and risk on the water to vulnerable persons using inappropriate vessels to cross the water. As a result of being involved in these types of rescue, we struggle with the same negative responses to our social media and fundraising as the RNLI, but without that huge counter-response which results in increased donations for the RNLI.

As an independent rescue charity, we find the funds to run the rescue boat service ourselves. Solent coastguard controls our area of operation and co-ordinates operations in conjunction with other emergency services, including local coastguards, RNLI and local Search and Rescue teams based at Lydd. Despite being called upon by these services, as well as local police, Border Force and RNLI when they require assistance, none of these organisations fund our operations. Work we undertake to support our colleagues in these other services happens in addition to our own 'shouts' at Pett Level.

Our running costs - previously around £8,000 per annum - have been rising sharply since 2019 and now stand at just over £10,000 and, in the face of general rising costs for everyone, continue to rise. We meet our costs through constant fundraising by our volunteers and through grant-seeking. During the 2020 pandemic, our income from fundraising dropped to 95% down on income from fundraising in 2019. We struggled with the initial lockdown of 2021 and had a difficult first half of 2021. However, we have managed to recoup much of our reduced funds, thanks to grant routes re-opening, community fundraising opening back up, some large donations and a significant fundraising drive by our volunteers.

Additional things it may be useful to know:

- Unlike the RNLI, we have no budget for marketing and no paid positions, everyone here is a volunteer (this is actually an active USP / marketing aspect for us).
- Most members of the public assume we are part of the RNLI and so assume we have access to their funding (they have one significantly more funds than most other UK charities). The situation is very different for independent rescue boats such as ours so we almost have double the 'awareness' work to do: not only about beach and water safety and local conditions, but to also raise awareness about our independent charity status. It's often the case that people say to us "I already donated to you" but in fact they mean the RNLI. This has even been said to us by people we've rescued, so raising awareness of the existence and hard work of independent rescue boat crews is ongoing.
- There is a parliamentary effort to address this issue. A collaboration of MPs in coastal constituencies which have independent lifeboat services are working to establish an independent lifeboat association to help independents have the same recognition and access to resources and support as the RNLI.
- The majority of our volunteers are 40+ and the average age of our volunteers is creeping upwards. We need to recruit more young people to volunteer regularly with us so that the cycle of local community volunteering and the passing on of knowledge of the local coastline can be continued.

Title of the project

PLIRB Sustainability in Community Fundraising and Young Volunteers

The project

Please give full information about the project you would like the students to undertake, including any particular requirements that students must have in order to participate in the project (e.g. skills, expertise, knowledge). This must be essential criteria to the project to avoid discrimination or bias.

This is three projects

Project One Review of existing revenue streams – identify potential for developing these further and identification of possible new areas of development through a segmentation process – produce a plan of action
Project Two Review and revise the sponsorship opportunity and produce a plan for its implementation
Project Three Review the volunteer requirements, identify possible opportunities for recruitment and propose a promotion plan to help achieve these objectives,

This project is a continuation of 2021's work with the University of Brighton School of Business, to continue to review and redevelop our charity's overall fundraising programme, using elements from the business and marketing sectors. As an addition to this, we would also like to make the most of having the students' insights into how we can market our volunteering opportunities towards young volunteers (16 - 30).

Our 51 year old, self-funded charity has always relied on in-the-community fundraising (Open Days, attendance at fetes, in-person events, buckets at supermarkets etc). In this we have always been well supported by our local communities and businesses. The impact of the pandemic, lockdowns and community restrictions highlighted that continuing to rely solely on community-based fundraising to keep our charity afloat (literally) is:

- **At best, short-sighted now it's been shown how quickly our income drops when the community element is removed.**
- **At worse, unsustainable and outmoded as the future of online fundraising continues to grow and develop. This doubles with the young people element of both volunteering and giving, as young people engage just as much with online aspects of life and community.**

In respect of this project, we would appreciate business advice to:

1. Support us in diversifying our income through fundraising by continuing to develop sustainable, online and virtual income streams. We would welcome the expertise of business studies students to help us with:

- a) **Consolidating existing income streams which don't rely on being out in the community. We have 'Legacy and Friends Of' giving streams and we are part of an online charity lottery. We welcome continued input into how to grow these through marketing strategies, so they become fundamental and regular income streams, rather than occasional or add-on.**
- b) **Developing additional income streams using new business and corporate giving ideas which, as a charity, we may not be aware of or have knowledge of how to access.**
- c) **Developing our Sponsorship programme. An outline plan on this was shelved when the pandemic hit but it has not really restarted as many of our local businesses have their own struggles since 2020. It was hoped that the previous project with the University Of Brighton Business School would help us to establish this, and although the project identified that business / influencer sponsorship would be valuable to our charity, a sponsorship package was not able to be curated during the project time-frame. It would be invaluable if this current project could pick up and assist with the development of this. Ideally we'd love to be 'adopted' by an appropriate business or influencer.**
- d) **Further developing specific marketing tools to help with the growth of the above. We use social media but there is a real time constraint on how much we can do with this - it's at an information-giving stage rather than a growth stage. We have altered our volunteer process with this, so that we have a 'content collaborative' of volunteers, rather than it falling to just one volunteer. It would be useful to have insights into how to move this on using business and marketing ideas which tie in with all of the above.**
- e) **Knowledge, expertise and skills in time-management of all of the above. Although some of our volunteers are retired, all of our main fundraising team are of working age and have jobs as well as volunteering. This is partly why we have moved some of our PR and online info output to being a collaborative volunteer task, as it has become too much to do consistently and effectively by just one volunteer. Insights into how this kind of collaboration works in business would also be useful, but with a focus on efficiency in terms of the overall fundraising goals, and bearing in mind that our volunteers don't all have access to the same hardware and software or expertise to use the same.**

2. Support us in marketing our charity to potential volunteers in the younger age range. We would welcome the expertise of business studies students to help us with:

- a) Developing a marketing (value) proposition to help us recruit volunteers in the 18 - 40 age range.
- b) Developing appropriate strategies and channels for finding new volunteers.
- c) Implementing tried and tested marketing strategies as part of a volunteer recruitment campaign.
- d) Aligning any sponsorship / influencer strategies developed in 1.c (above) to support volunteer recruitment also.
- e) And insights from a cohort of a similar approximate age as the volunteers we seek. Even just input on what kind of volunteering message would appeal to (or deter) the students themselves would be useful.

There are no essential requirements of the students, except perhaps:

- Students from the Business with Marketing course may offer the expertise, skills and knowledge which would be the best-fit for our project.
- An interest in our work and the challenges facing the charity sector generally and local, independent (not national) charities in particular.
- A knowledge of the 'business' side of running independent, local charities might be specifically useful, but students with knowledge of how this works in national charities would also have some very useful knowledge and insights.
- Skills and knowledge in growing existing streams and identifying additional possibilities would be particularly useful.
- A student who has any expertise and understanding of how to grow and make the most of a 'giving' audience would be beneficial.
- Students do not have to be local to us but, as our boathouse training and attendance sessions are Sunday mornings from 9 - 12, a visit on a Sunday would be very welcome during the period of the project. This could help the students better understand the work we do and the limited facilities we have. Otherwise, working on the project as a whole could be done virtually with the contact / committee as needed. The main contact for this project has a work-from-home set up so virtual meetings can be facilitated and our Chairperson can be involved in all online meetings as required.

Finally, SMART targets and anticipated outcomes for this project can be developed in collaboration with the student team to identify a measurable starting point and project outcomes. Unfortunately there has not been time to do this before the submission deadline for this document and it's preferable to do this with input from the student team and tutors. Thank you so much for your consideration and assistance.

Placement Checklist

The purpose of this checklist is to ensure that students at the University of Brighton are covered by procedures within your organisation to keep them safe and supported whilst they are volunteering with you.

Please indicate which policies your organisation currently holds. If there is anything you want to add use the details box. Where your organisation does not hold some of the policies/practices below or where it is not relevant to do so, please use the details box to explain why. You may like to consult this website to help you fill in this form: www.hse.gov.uk

Just a reminder – We expect the form to be completed in full before we are able to register your opportunity or place a student with you. If you would like to discuss this, please contact us: T. 01273 644145

Date:	What volunteering/community placement role(s) does this document cover? Please list:		
Name of organisation:			
Contact name and job title:			
Address:		Telephone:	
		Website:	
Email:			

INSURANCE

Do you have insurance which covers the activities a volunteer will be involved in? Please highlight YES, NO or N/A and provide the policy number(s) and expiry date(s):				
Public liability Does this cover volunteers?		(YES)	NO	Please Give Detail
Employers Liability Does this cover volunteers?		(YES)	NO	Please Give Detail
Professional Indemnity Does this cover volunteers?		(YES)	NO	Please Give Detail

HEALTH AND SAFETY

Please highlight YES or NO for the following questions:			Details (if appropriate):
Do you have a written health and safety policy for employers which cover volunteers?	(YES)	NO	
Is the health and safety policy reviewed periodically i.e. is it reviewed at least every 2 years?	(YES)	NO	
Do you have documented procedures in place to cover emergencies, such as accidents, first aid and fire?	(YES)	NO	

Who is designated as your competent safety person responsible for informing volunteers about health and safety related issues and dealing with any issues that arise?			
Do you have risk assessment(s) in place, covering all the activities which volunteers will be involved in?	(YES)	NO	
Have you ever been prosecuted or received an Improvement or Prohibition Notice within the last 5 years under the H&S at Work Act?	YES	(NO)	
If you are to have face-to-face contact with your group can you confirm that your workplace meets the government guidance on making your workplace COVID-19 secure?	(YES)	NO	

EQUAL OPPORTUNITIES

Do you have an equalities and diversity policy or statement in place?	(YES)	NO	
Please confirm you are aware of your obligations under the Equality Act (2010) to prevent unlawful discrimination	(YES)	NO	

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Active Student does not carry out DBS checks or seek references. It is the responsibility of your organisation to identify if a DBS check is a requirement of the volunteer/community placement role and to carry out DBS checks or seek references where required.

Does the role require a DBS check?	No. Details (if appropriate):
Do you carry out DBS checks for this role?	No. Details (if appropriate):

INDUCTION

Who is the person responsible for providing an induction for volunteers?	Name:		
	Position:		
Please confirm that you will provide an induction on: The project			Details (if appropriate):
Introduction to the organisation and role, including responsibilities and expectations	(YES)	NO	
A tour of the building and an introduction to other staff and volunteers as appropriate	(YES)	NO	
Health and safety, including risk assessment information, first aid, personal protective equipment, emergency procedures	(YES)	NO	
Information on your organisation's policies and procedures, as appropriate, such as confidentiality, complaints, child protection etc.	(YES)	NO	
Welfare arrangements and refreshment facilities	(YES)	NO	

Anything else specific to the placement	(YES)	NO	
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ETHICS

All projects will require ethical consideration and the completion of necessary ethics documentation following University of Brighton regulations. Please confirm you will be able to support your client team in providing any relevant information to support this process.

I/we will support completion of the ethics process in relation to the brief provided to the student client team.	(YES)	NO	
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TRAINING

Does the volunteer require specific training to enable them to carry out the role safely and appropriately?		(N)
Please give details of the training you provide (if applicable): More in terms of agreeing access to social media sites and outlets/options to contact rather than particular training. Health and safety issues should not be impacted.		

SUPERVISION/GUIDANCE OF VOLUNTEERS

Who is the person responsible for the supervision/guidance of volunteers?	Name:	
	Position:	CEO
What is the format and regularity of supervision/guidance?		

EXPENSES

Please detail the out of pocket expenses that you cover for volunteers:			Details (if appropriate):
Travel expenses to and from the place of volunteering?			
Refreshments?			
Other? (e.g. childcare, parking reimbursement etc.)			

I confirm that the details I have given are correct and I have the authority to sign on behalf of the organisation. I will inform Active Student immediately if there are any changes to the information I have provided:

Print name:		Signed (please type name if		Date:	
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		submitting electronically) :			
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