Engaging Volunteers Through SLVP

STUDENT LIFE VOLUNTEERING PROGRAM (SLVP)

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SLVP 25

SLVP Event Support Guidebook

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Get To Know SLVP

This guideline provides a step-by-step approach for External Organization to engage with SLVP and recruit volunteers for your events or initiatives.

IMPORTANT NOTES

- All requests are subject to the **terms and conditions of Student Life** and must be submitted **at least one (1) month in advance. Last-minute requests will not be entertained.**

- Approval is granted on a case-by-case basis and aligned with the university's values and student availability. External organizations that independently source their own volunteers—without going through Student Life—**are not eligible for SLVP (Student Life Volunteer Program) points**, as these activities are not officially registered under Student Life.

RULES & REGULATION

Minimum Notice Period:
- All requests must be made minimum **1 month prior to the event**. Late submissions may be automatically rejected.

SLVP Approval:
- Events involving student volunteers must go through official SLVP channels. Direct recruitment of students is not allowed.

Volunteer Safety & Welfare:
- The organizer is fully responsible for the safety and wellbeing of volunteers during the event.
- Adequate meals, water, and rest breaks must be provided.

Communication Protocol:
- A dedicated WhatsApp or Telegram group must be created after the volunteer list is confirmed.
- The SLVP Team must be included in all communications related to the event.

Volunteer Briefing:
- Organizers must conduct a detailed briefing session at least 7 days before the event.
- The briefing must be attended by all volunteers, and SLVP must be informed of the session details.

Certificates, Tokens of Appreciation, and Meals
- Organizers are encouraged to give certificates or small tokens of appreciation to student volunteers.

Feedback & Reporting:
- After the event, the organizer must submit a short feedback report to SLVP, highlighting the involvement of the students and any issues faced.

VOLUNTEER SUPERVISOR GUIDELINES

1. **Lead by Example**
   - Always show professionalism, integrity, and respect.
2. **Communicate Clearly**
   - Share important info, instructions, and feedback on time.
3. **Show Appreciation**
   - Recognize and thank volunteers for their efforts.
4. **Empower Volunteers**
   - Encourage them to take ownership and show initiative.
5. **Prioritize Safety**
   - Make sure volunteers know and follow all safety rules.
6. **Assign Fairly**
   - Match tasks to each volunteer's skills and availability.
7. **Be Supportive & Available**
   - Be approachable and ready to help or answer questions.
8. **Handle Issues Respectfully**
   - Address conflicts calmly and find fair solutions.
9. **Keep It Professional**
   - Maintain clear boundaries and avoid favoritism.

HOW TO REQUEST FOR VOLUNTEERS?

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STEP 1
(Submit Request)

STEP 2
(SLVP Review & Approval)

STEP 3
(Volunteer Recruitment)

STEP 4
(Communication Setup)

STEP 5
(Volunteer Briefing)

STEP 1
1. External organizations must submit their volunteer request through the official SLVP Request Form. (QR CODE)
2. The request must be submitted at least 1 month (4 weeks) before the event date.

STEP 2
1. The SLVP Team will review the request based on availability, relevance, and student welfare.
2. Approval or rejection will be communicated within 5 working days after submission.

STEP 3
Once approved, the SLVP Team will begin recruiting suitable student volunteers and will share the final list with the organizer.

STEP 4
1. Upon receiving the list of confirmed volunteers, the organizer must create a WhatsApp or Telegram group.
2. The group must include the SLVP Team, the event organizer, and all student volunteers.

STEP 5
1. The organizer is required to conduct a full briefing session for the volunteers at least 1 week before the event.
2. The briefing must include task responsibilities, dress code, event schedule, safety procedures, and point-of-contact information.

Student Life Volunteering Program 2025

WHAT TO DO AFTER SECURING A VOLUNTEER FOR YOUR EVENT?

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Create Volunteer Group Chat

- A dedicated WhatsApp or Telegram group must be created after the volunteer list is confirmed.
- The SLVP team must be included in all communication related to the event.

Volunteer Briefing

- Requestors must provide a briefing for volunteers about the event. This can be done after receiving the volunteer list from SLVP, with timing arranged directly with the volunteers.

POST EVENT RESPONSIBILITIES

STEP 1	STEP 2	STEP 3
Provide the organizer email to SLVP team	Fill in the post event feedback from SLVP team	APPROVE / REJECT the volunteers working hours (With Evidence)

HOW TO CONTACT US?

Have questions or want to learn more about SLVP? We'd love to hear from you!

📧 Email: volunteering@swinburne.edu.my
📸 Instagram: @slvpswinburne

Feel free to drop us a message anytime — we're here to help!

Thank you for engaging SLVP volunteers for your event