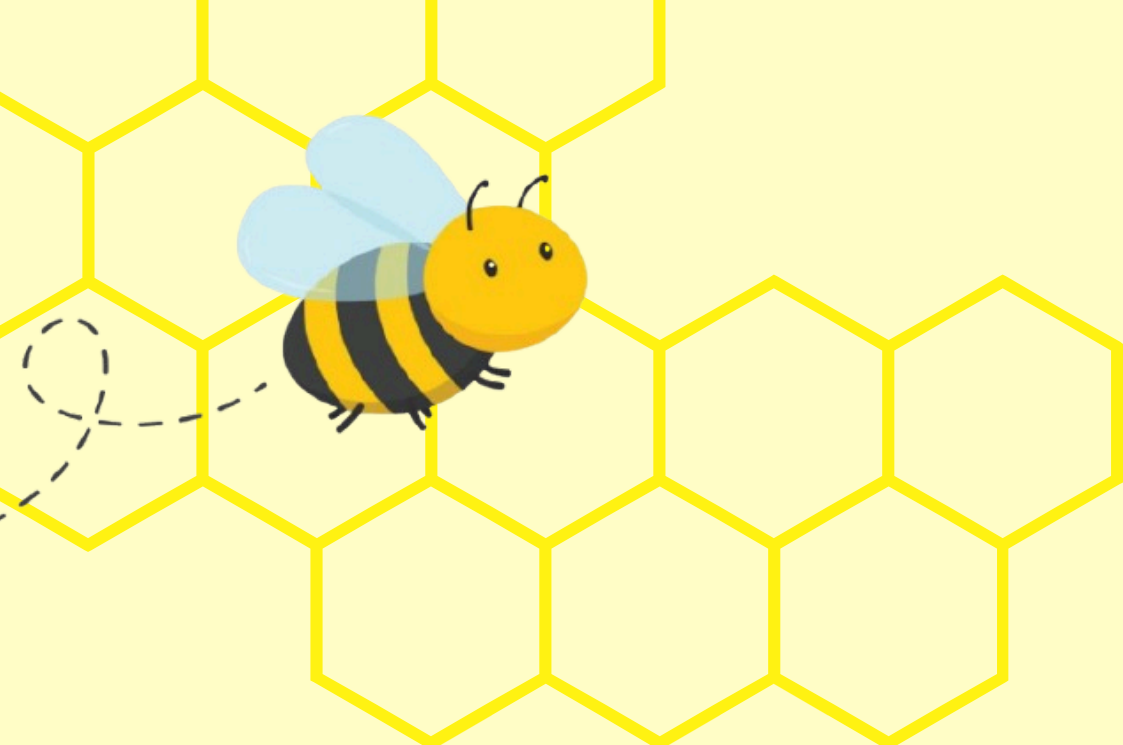


Requesting SLVP Support: A Guide for Clubs & Societies



SLVP Event Support Guidebook

1. Get to know SLVP

2. Rules & Regulation

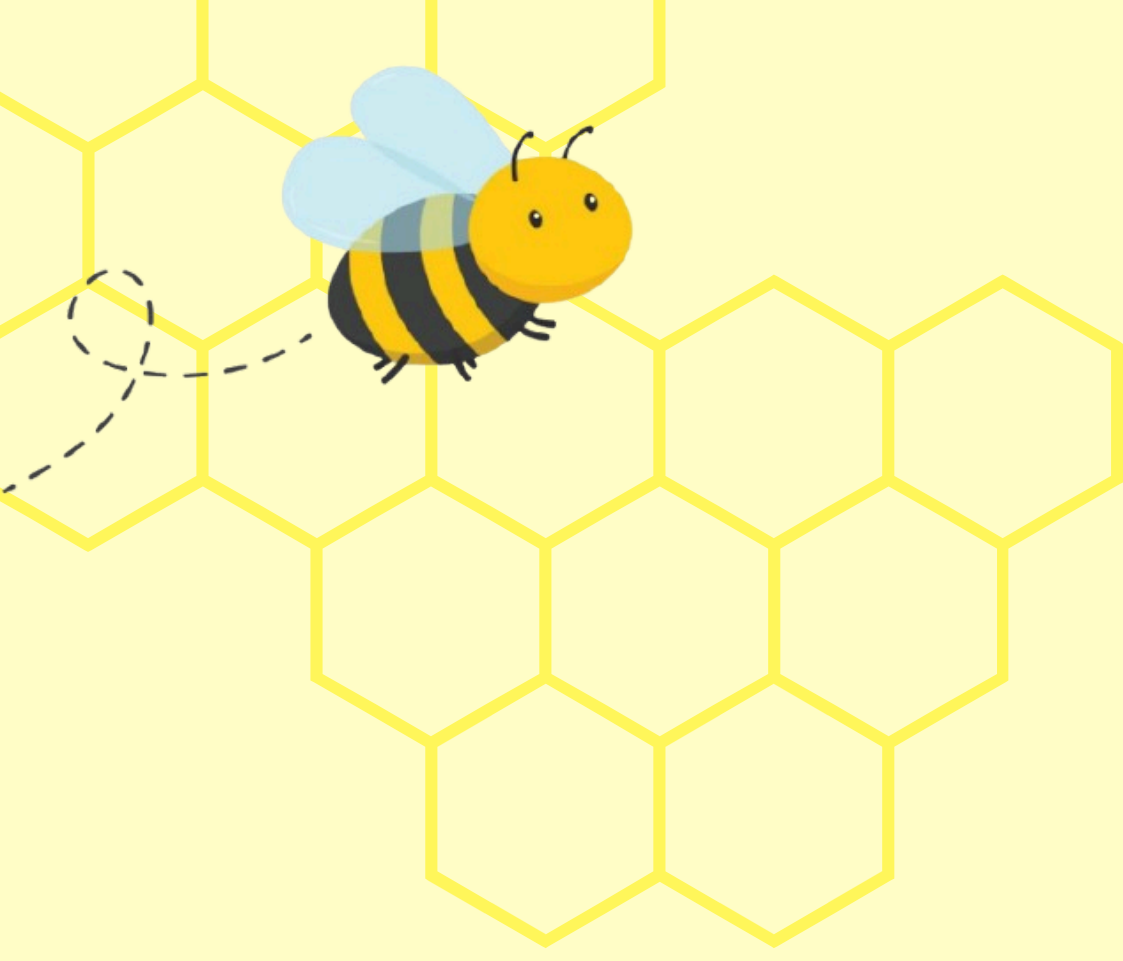
**3. Volunteers Supervisor
Guidelines**

**4. How to Request for SLVP
Support**

**5. After Securing Your SLVP
Volunteers**

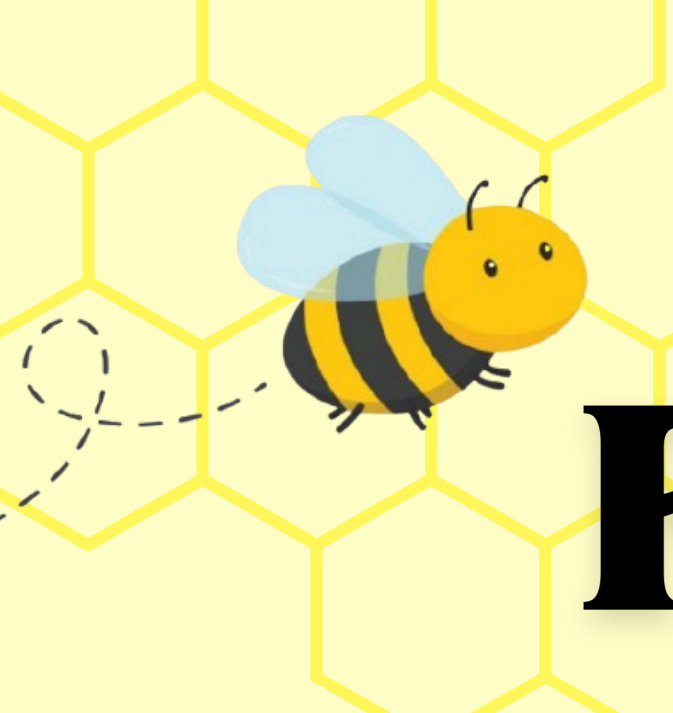
6. Post Event Responsibilities

7. Important Notes



Get To Know SLVP

This guideline provides a step-by-step approach for Clubs and Societies to engage with SLVP and recruit volunteers for their events or initiatives.



RULES & REGULATION

1. Proposal Approval

Ensure your event e-proposal is **officially approved before** submitting a request for SLVP volunteers.

2. Minimum Notice Period

All volunteer requests must be submitted at least **one (1) month prior** to the event date. **Last-minute requests will not be accepted.**

3. SLVP Approval:

All events involving student volunteers must be processed through official SLVP channels. **Direct recruitment of students without SLVP involvement is strictly not allowed.**

4. Volunteer Safety & Welfare:

Organizers are fully responsible for the **safety and wellbeing** of volunteers throughout the event.

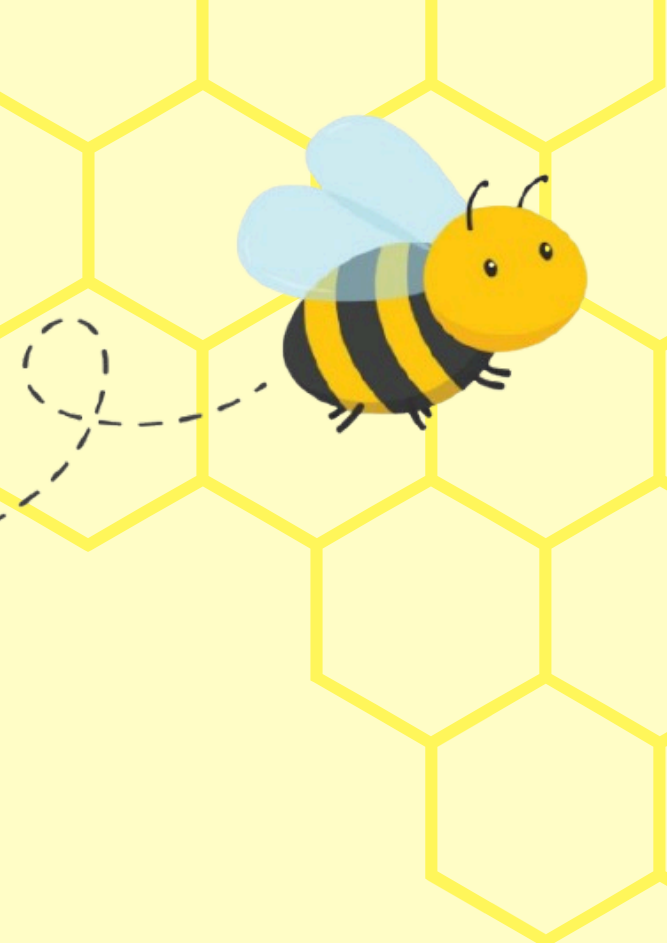
Please ensure that **meals, drinking water, and sufficient rest breaks** are provided.

5. Certificates, Tokens of Appreciation and Meals

Organizers are encouraged to provide **certificates, small tokens of appreciation, and meals** to acknowledge the efforts of the volunteers.

6. Feedback and Reporting:

After the event, organizers **must submit a brief feedback report** to SLVP, summarizing student involvement and highlighting any challenges or key observations.



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

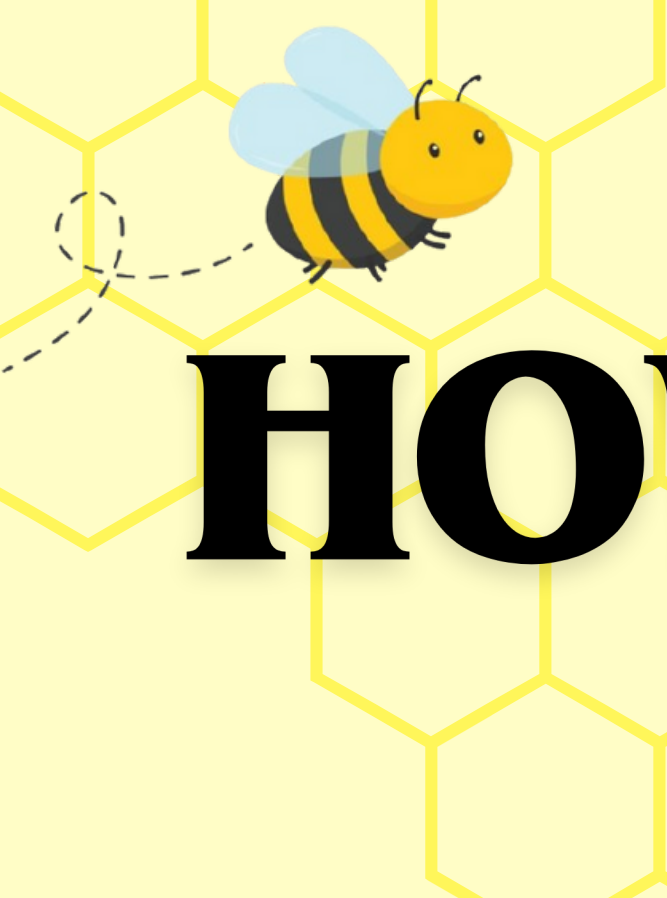
- Be approachable and ready to help or answer questions.

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?

STEP 1 (Submit Request)

1. Club & Societies, and Internal Department must submit their volunteer request through the official SLVP Request Form. (QR CODE below)
2. The request must be submitted at least 1 month (4 weeks) before the event date.



STEP 2 (SLVP Review & Approval)

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 (Volunteer Recruitment)

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

STEP 4 (Communication Setup)

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 (Volunteer Briefing)

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.



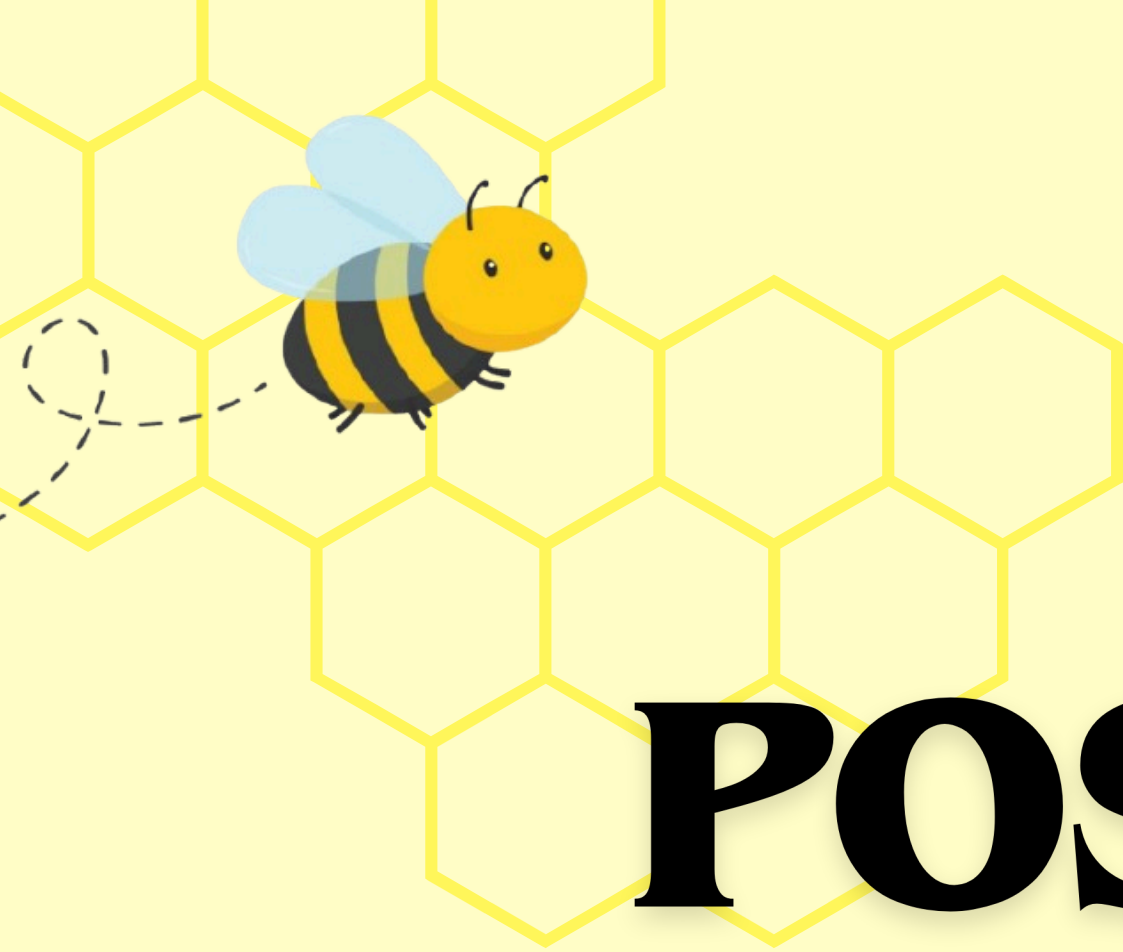
WHAT TO DO AFTER SECURING A VOLUNTEER FOR YOUR EVENT?

Step 1: Create a Volunteer Group Chat

- Once the volunteer list is confirmed, a dedicated WhatsApp or Telegram group must be created.
- Please ensure the **SLVP team is included** in any event-related communication.

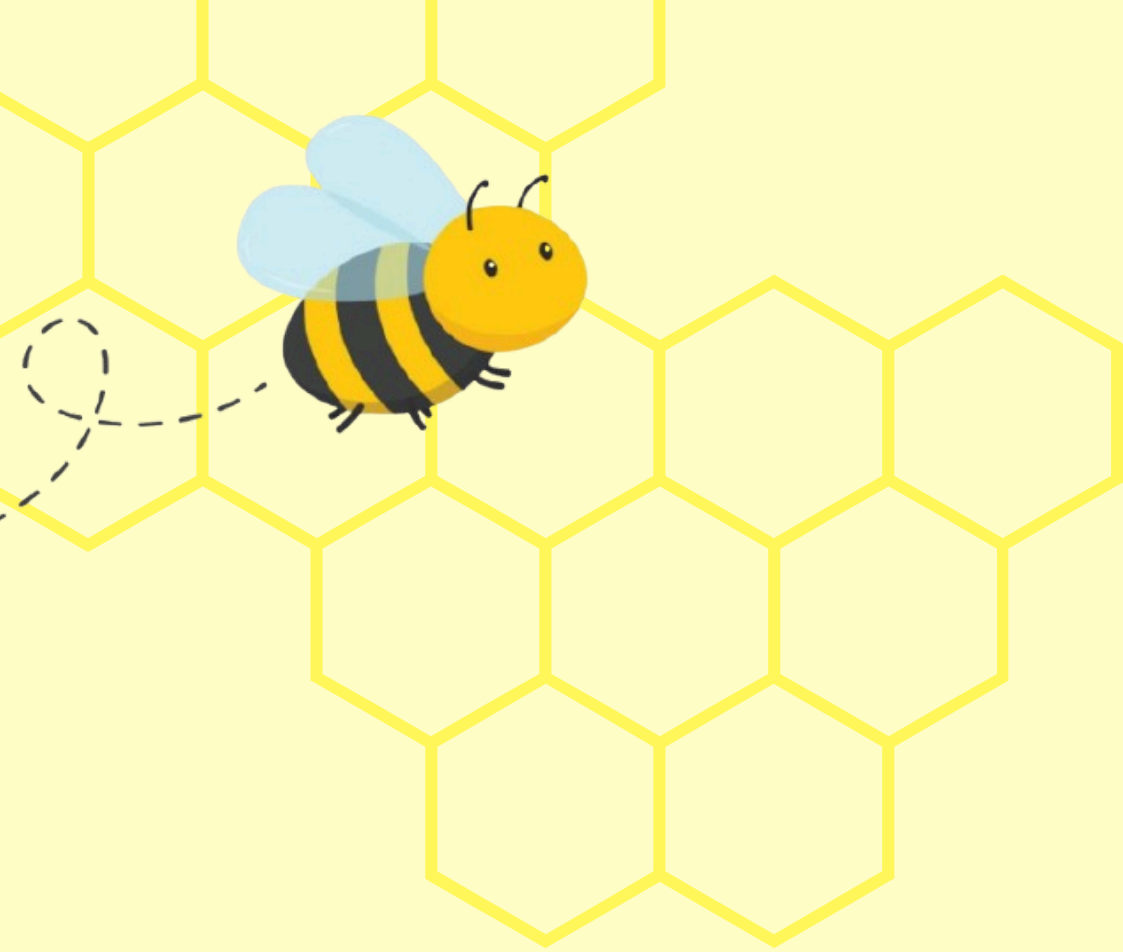
Step 2: Conduct a Volunteer Briefing

- Requestors are responsible for providing a briefing to all volunteers regarding the event.
- This should be arranged **after receiving the volunteer list from SLVP**, with the **briefing time coordinated directly with the volunteers.**



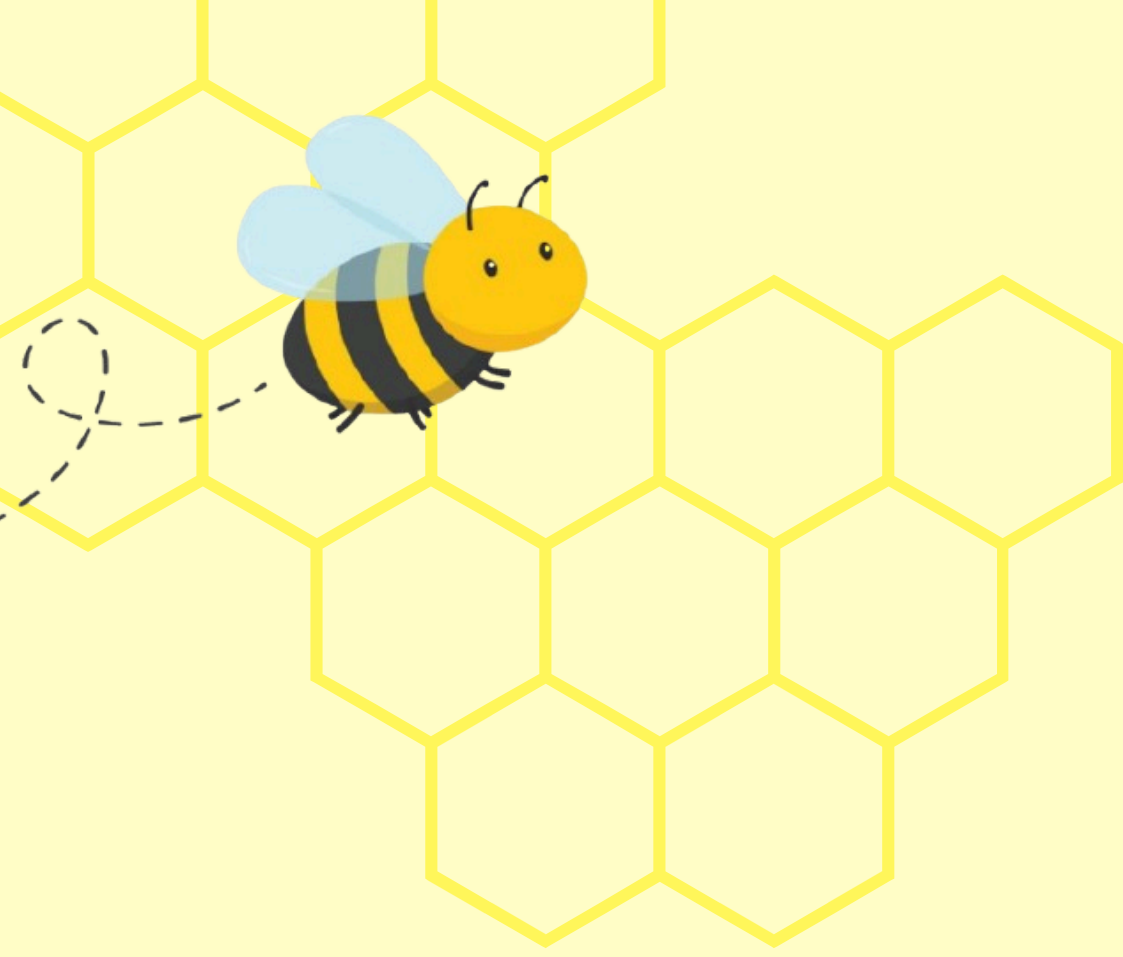
POST EVENT RESPONSIBILITIES

STEP 1	STEP 2	STEP 3
Provide the organizer email to SLVP team	Fill in the post event feedback from SLVP team	<ul style="list-style-type: none">• APPROVE / REJECT the volunteers working hours (Internal Department)• Volunteer Management to APPROVE / REJECT the volunteers working hours based on the clock in / out




IMPORTANT NOTES

- Clubs and societies that independently source their own volunteers without going through Student Life, **are not eligible for SLVP points**, as these **activities are not officially registered under Student Life**.
- Additionally, members of clubs and societies **are not eligible to earn SLVP points for participating in their own club or society activities and events**.



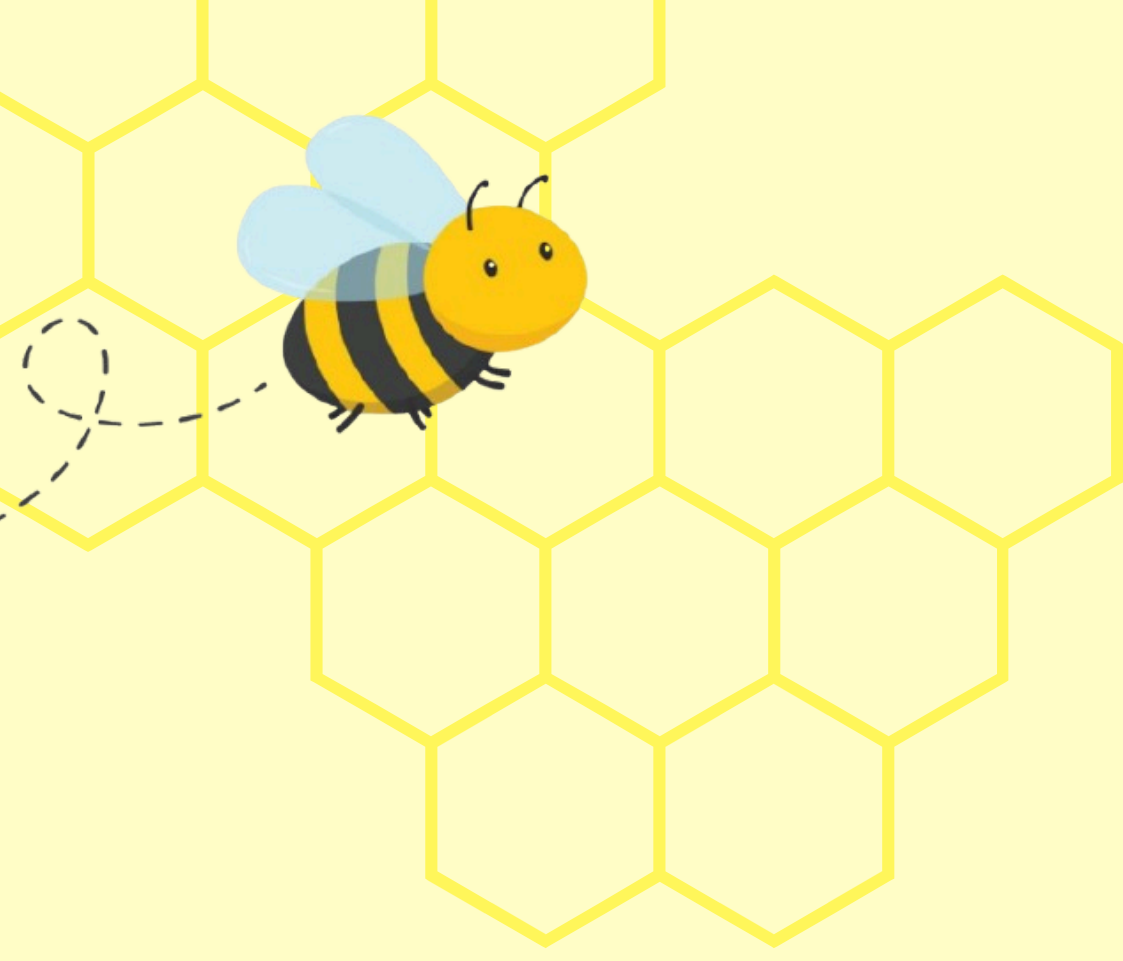
CONTACT

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**