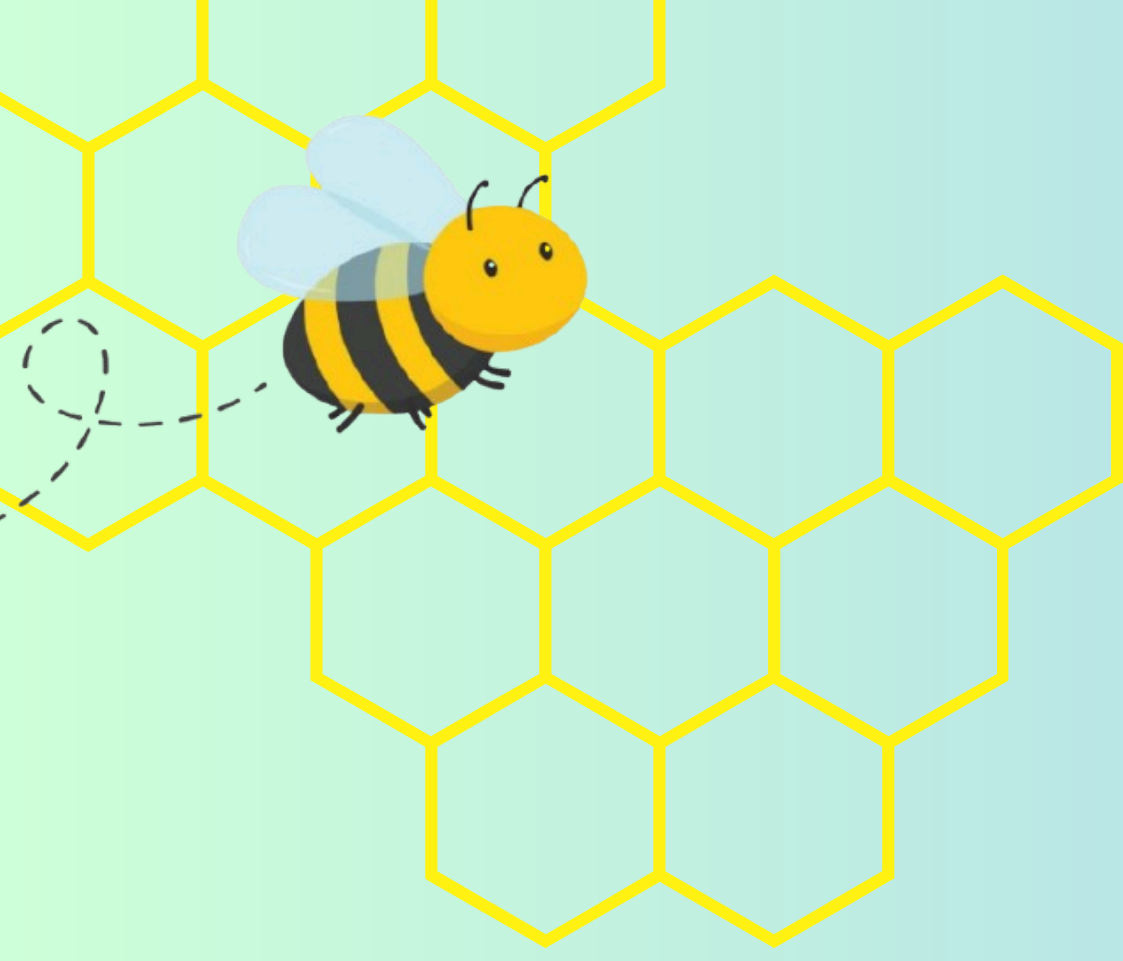


Requesting SLVP Support: A Guide for Internal Departments





SLVP Event Support Guidebook

1. Get to know SLVP

2. Rules & Regulation

3. Volunteers Supervisor Guidelines

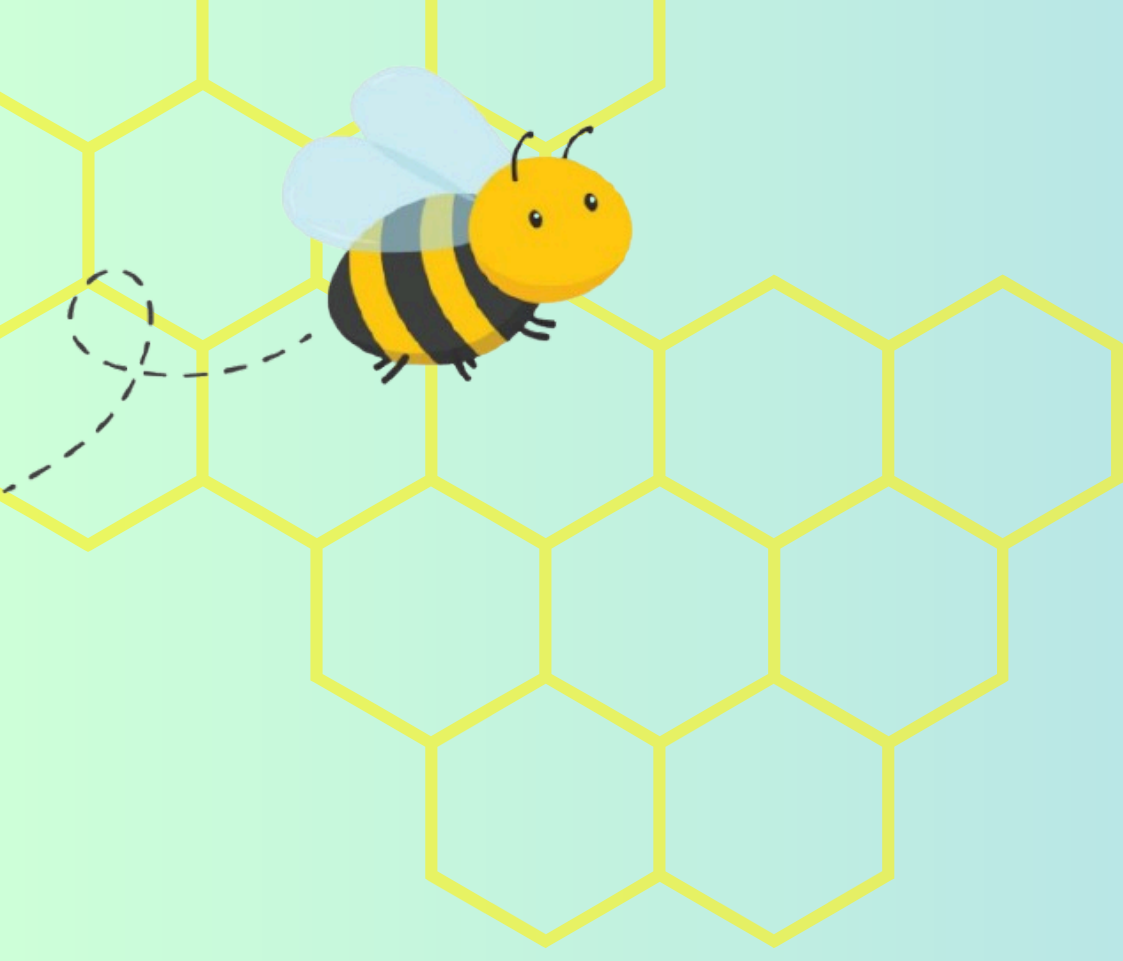
4. How to Request for SLVP Support

5. After Securing Your SLVP

Volunteers

6. Post Event Responsibilities

7. Important Notes



Get To Know SLVP

This guideline outlines a structured process for internal departments at Swinburne University to collaborate with SLVP in recruiting volunteers for events or initiatives.



RULES & REGULATION

Minimum Notice Period:

- All requests must be made minimum 1 (ONE) month prior to the event. **Last-minute requests will not be entertained.**

SLVP Approval:

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

Volunteer Safety & Welfare:

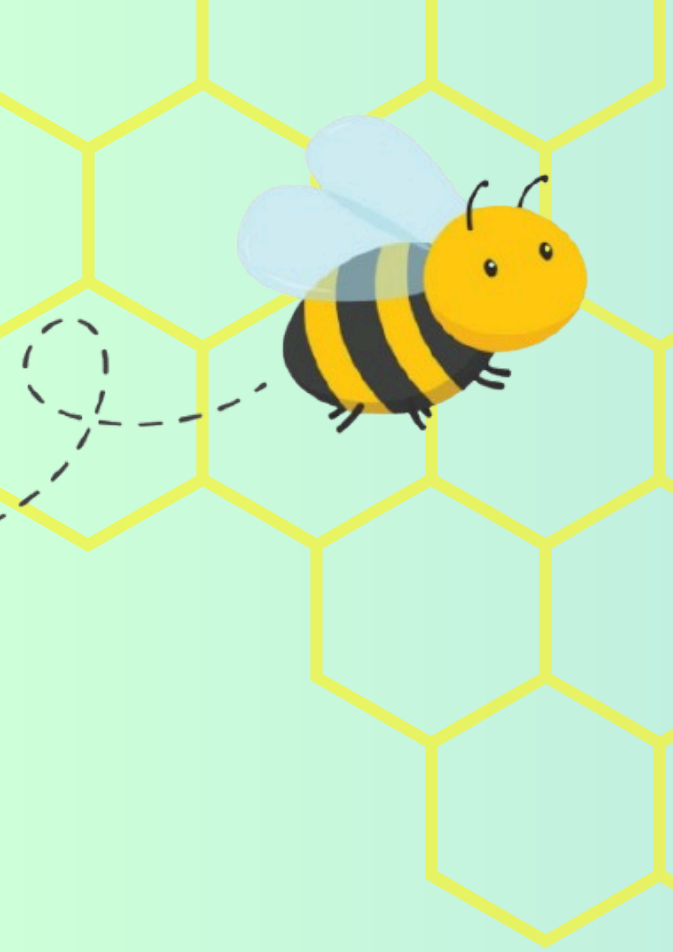
- The organizer is fully responsible for the safety and wellbeing of volunteers during the event.
- Adequate meals, water and rest breaks must be provided.

Certificates, Tokens of Appreciation and Meals

- Organizers are encouraged to give certificates or small tokens of appreciation to student volunteers.

Feedback and 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

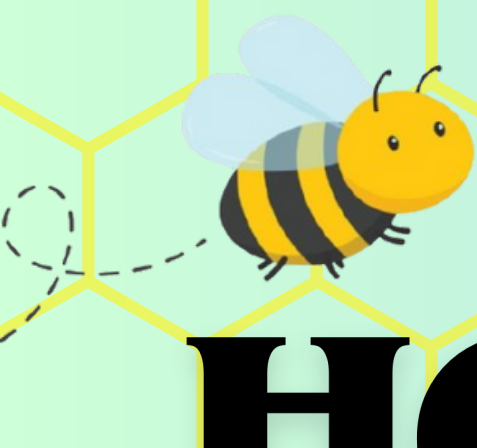
- Be approachable and ready to help or answer questions.

8. Handle Issues Respectfully

- Address conflicts calmly and find fair solutions.

9. Keep It Professional

- Maintain clear boundaries and avoid favoritism.

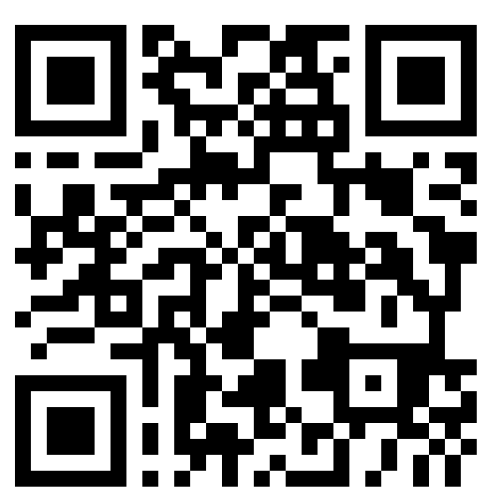


HOW TO REQUEST FOR VOLUNTEERS?

STEP 1

(Submit Request)

1. 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.



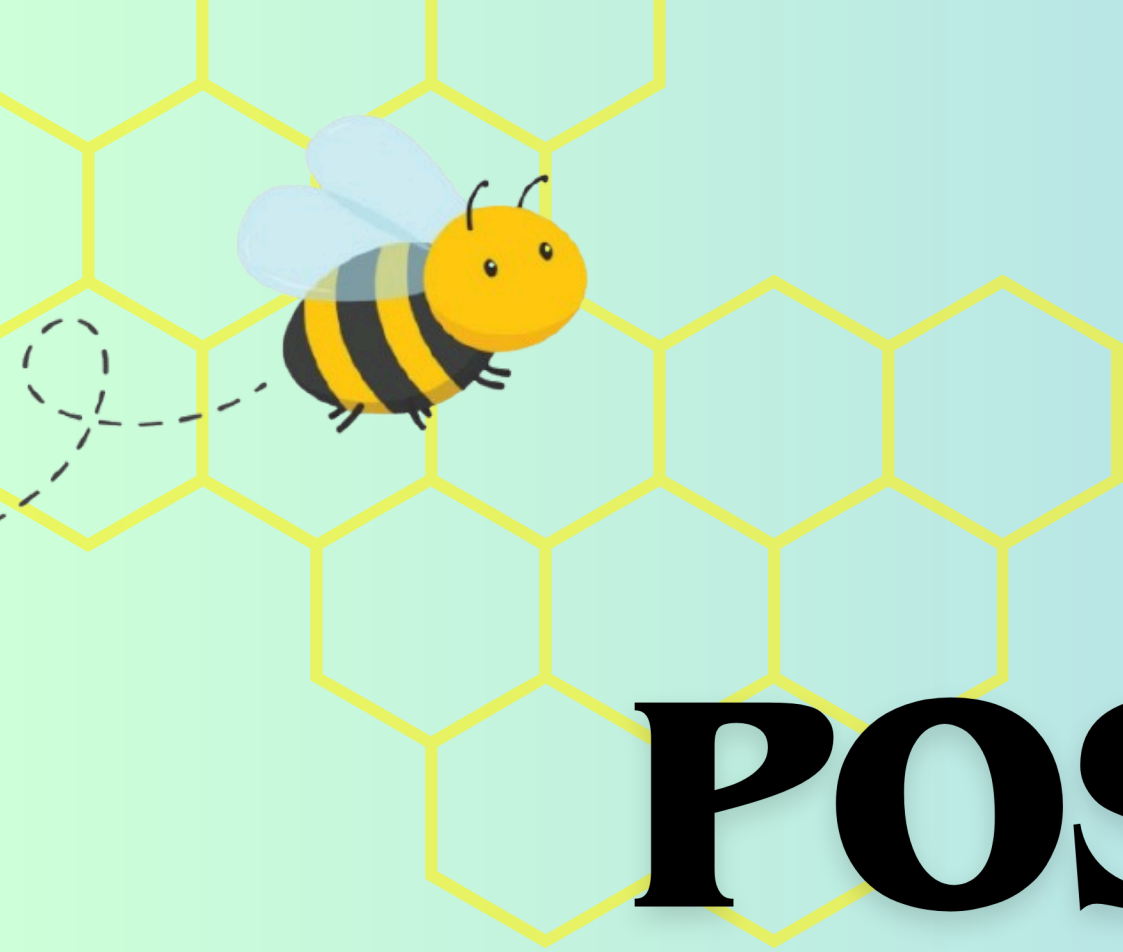
WHAT TO DO AFTER SECURING A VOLUNTEER FOR YOUR EVENT?

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.

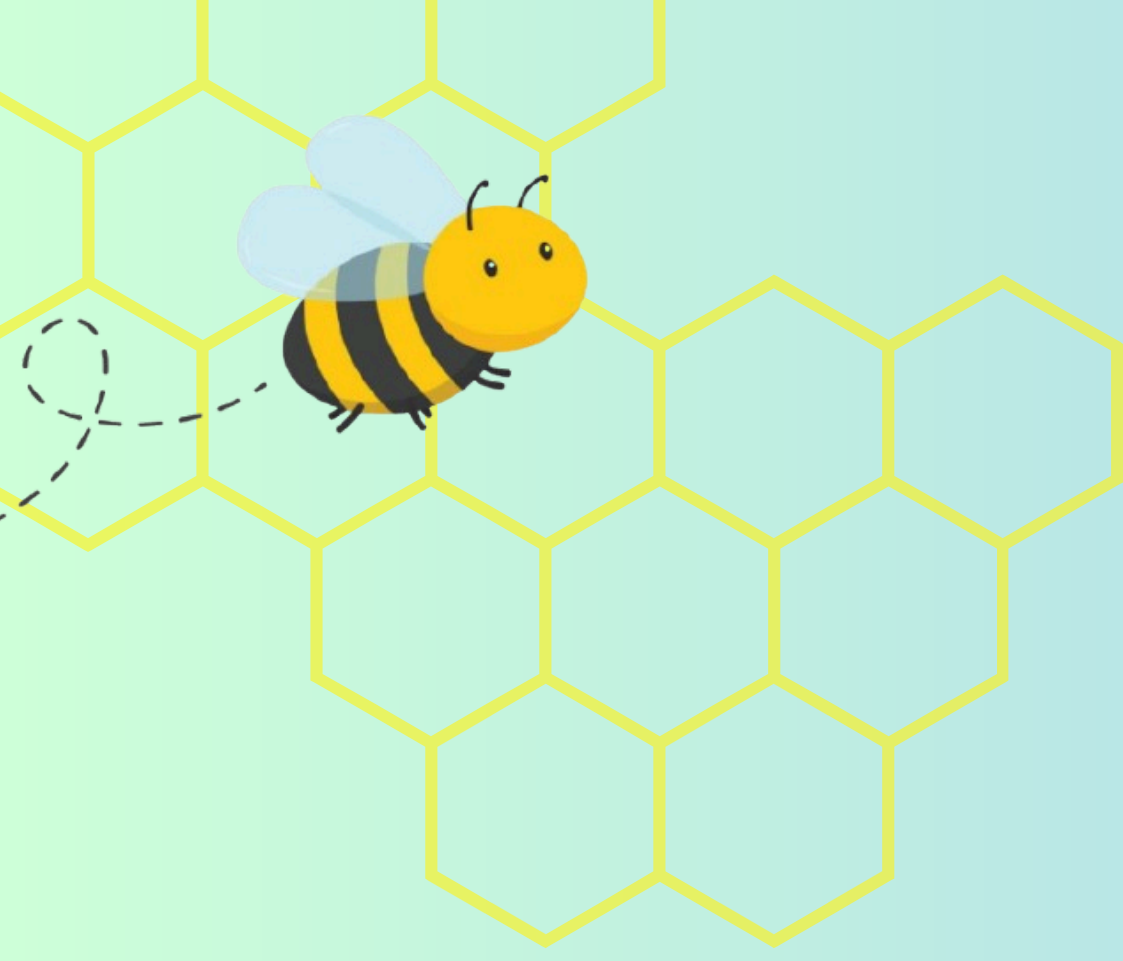
Step 2: Conduct a Volunteer Briefing

- 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.**



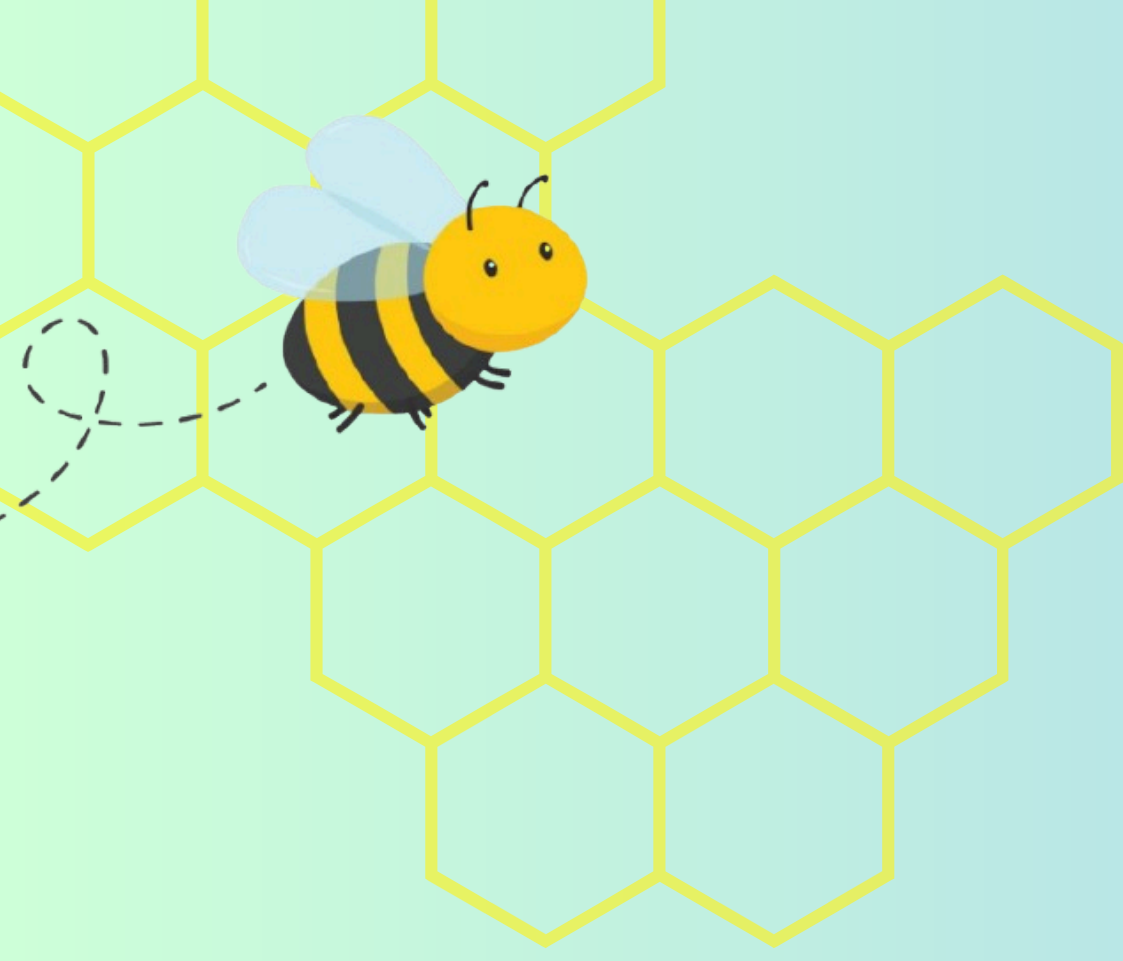
POST EVENT RESPONSIBILITIES

STEP 1	STEP 2	STEP 3
Provide the organizer email to SLVP team	Fill in the survey 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

- Internal departments that independently recruit volunteers without coordinating through Student Life, **are not eligible for SLVP points**, as these **activities are not officially registered** under Student Life.



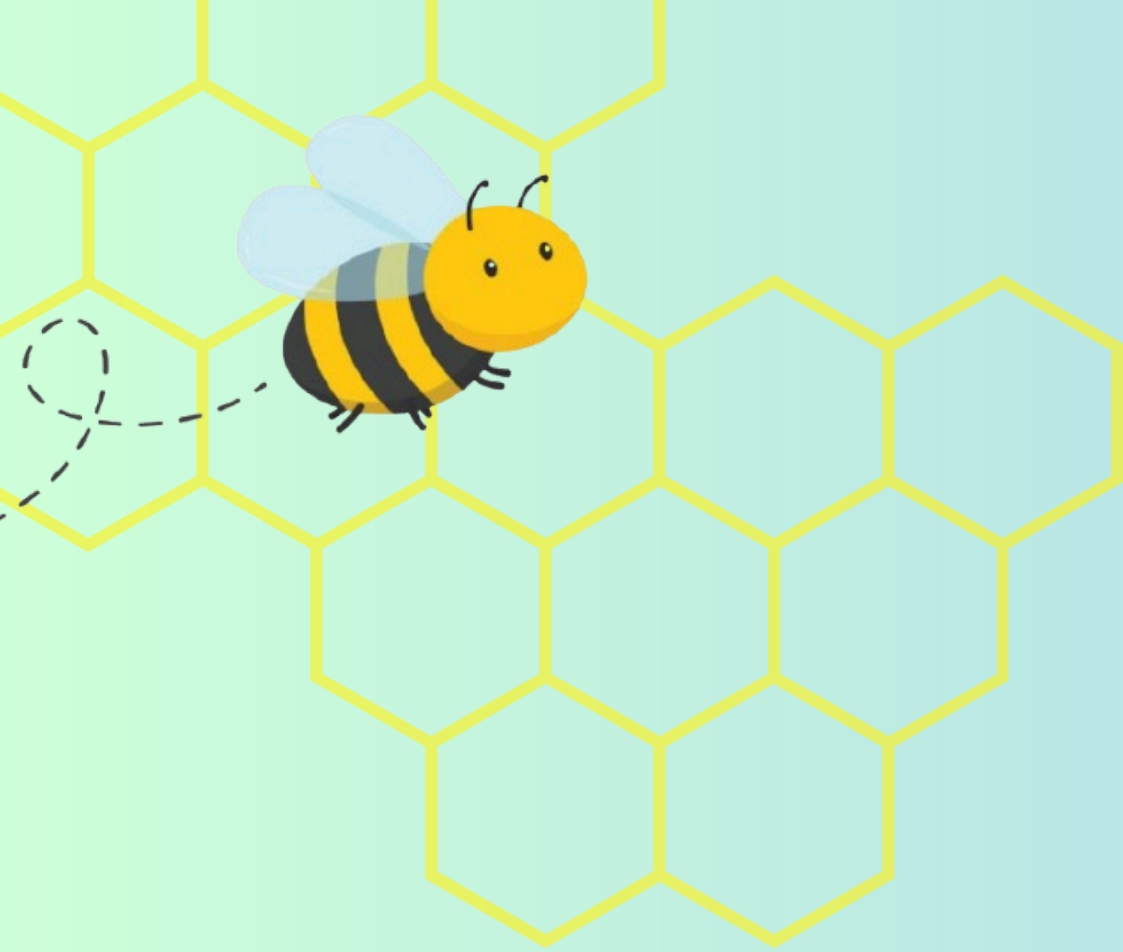
HOW TO CONTACT US?

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.**



Student Life Volunteering Program 2025