



NCO



1-12  
JUNE



**VOLUNTEERS' WEEK**



The Big Celebration



Be part of the UK's biggest celebration recognising the contribution of the 22 million people who volunteer in their communities across the UK

[www.volunteersweek.org](http://www.volunteersweek.org)

@NCVOvolunteers | #volunteersweek

# WHAT'S IT ALL ABOUT?



Whether they give a little time or a lot, the contribution volunteers make is worth celebrating!

During [Volunteers' Week](#) hundreds of events and celebrations will take place across the country to say thank you to volunteers, recognising the important contribution they make.

## [The Big Celebration, 1-12 June](#)

This year the celebrations are going to be bigger than ever! [Volunteers' Week has been extended](#) to enable more people than ever to take part and more time to celebrate.

The end of Volunteers' Week will coincide with [The Patrons Lunch](#) on the 12 June and communities across the UK will be holding their own street party or event. A great opportunity to bring your street or community together to celebrate local people giving their time to make a difference.

# HOW YOU CAN GET INVOLVED?

In this pack are some ideas to get you started and help make your Volunteers' Week Big Celebration a success!

From running events in your community to volunteer recruitment, we've got tips and guidance to support you.

We're hoping to see a vibrant mix of activities and celebrations, so use your creativity and develop your own ideas too.



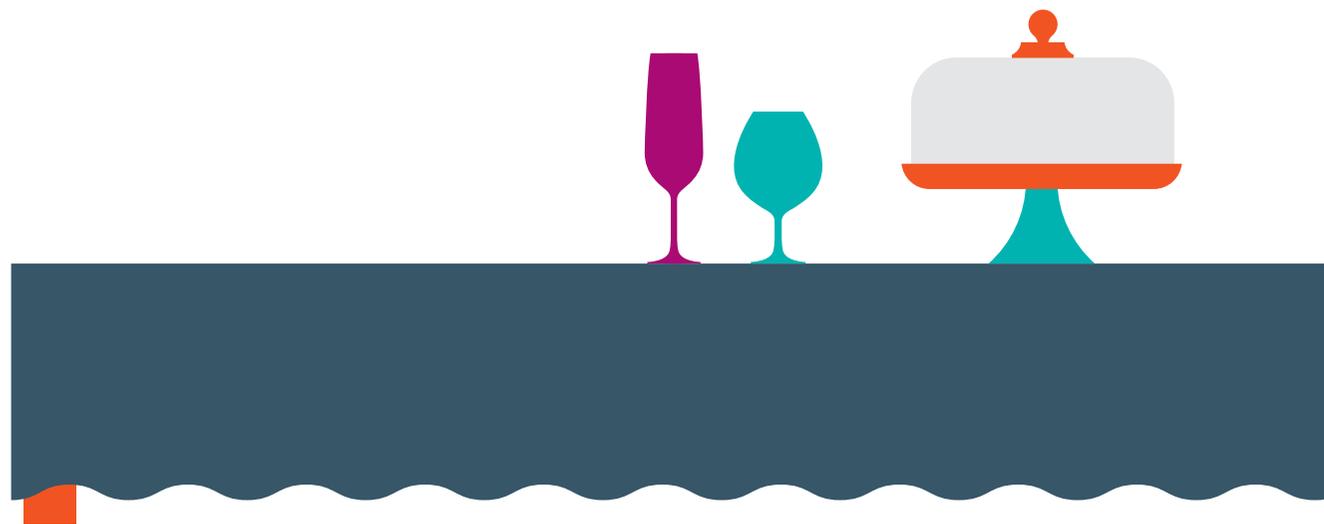
# RUNNING AN EVENT

Events can be a great way to bring people together to celebrate the contribution of volunteers who give their time.

Check out our Studyzone course on [How to plan and run a great event](#), free for NCVO members.

Use our [flyer template](#) to help advertise your event.

These step-by-step guides provide practical advice for anyone looking to hold a [street party](#) or [community event](#).





# GUIDANCE FOR YOUNG PEOPLE

NCVO and the #iwill campaign have brought together specific guidance to encourage and support young people to run Volunteers' Week events in their communities.

#iwill ambassadors and other young people are already playing an important role in leading social action in your communities and can play a role in bringing communities together to celebrate the contribution youth social action and volunteering is making in their area.

Download the [guidance for young people](#).



#iwill

# HOLD AN AWARDS CEREMONY FOR YOUR VOLUNTEERS

Holding an awards ceremony is a great way to recognise the achievements and contribution your volunteers make.

Use our [certificate template](#) if you want to formally recognise their contribution.

Events aren't for everyone and so for other ideas check out our [Quick Guide to Thanking Volunteers](#), free for NCVO members.

Or read, our [how to guide](#).



# HOLD A RECRUITMENT EVENT

Volunteers' Week is a good time to generate interest in volunteering, highlight the benefits and show how your volunteers help you to achieve your mission.

Running events in new locations might help to attract people who wouldn't usually hear about your organisation or volunteer for you.

Look for local events and recruitment fairs you might be able to join if you can't hold your own event.

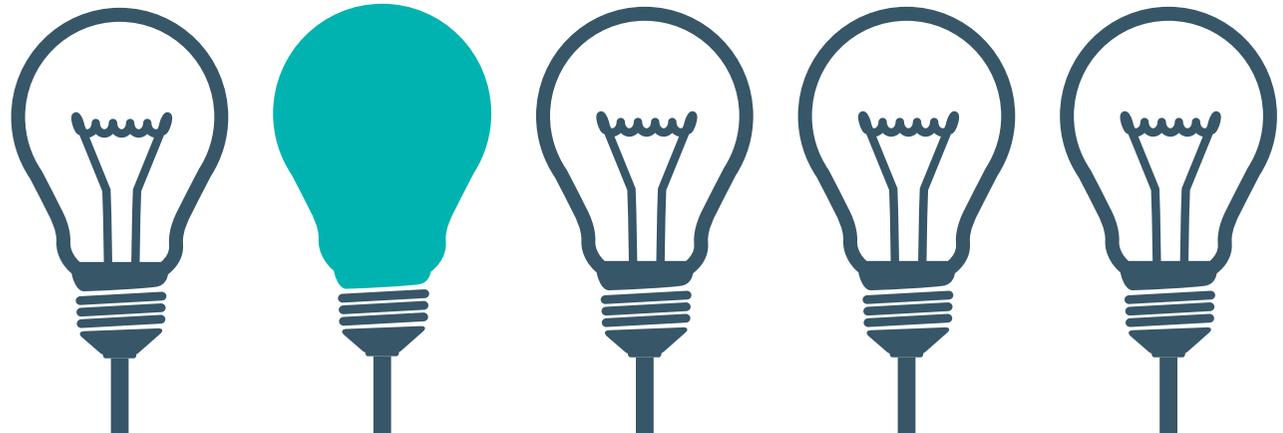


# VOLUNTEER RECRUITMENT – SOME TOP TIPS!

The [Quick Guide to Recruiting Volunteers](#) is free to NVCO members, or read our [how to guide](#).

Our [‘Where volunteering begins’](#) videos help to highlight some of the benefits of volunteering.

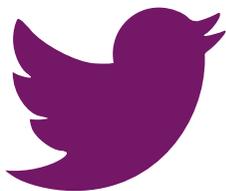
Visit our [recruiting and managing volunteers](#) section of our website [NCVO Knowhow Nonprofit](#).



# PUBLICISING YOUR EVENT

Get in touch with your local media to tell them about your event using our [press release template](#).

You can also tweet us  
[@NCVOvolunteers](#)  
[#volunteersweek](#)



Put your event on the [Volunteers' Week map](#).

Posting your event on the map will help people to find an event happening near them.

We will also be highlighting events taking place to local media, and we can include your event if it's on the map.

## Volunteers' Week Events

Click on the markers on the map to see more about events happening near you.

Add your event to the map.



# EVENT VOLUNTEERING

Volunteers' Week is also a great time to inspire others to get involved and to highlight the diverse and exciting volunteering roles out there!

Use your events to create opportunities for people to give volunteering a try. Event volunteering can be a really great, short-term, flexible way to give people a taste of the volunteering experience.

People are increasingly looking for flexible volunteering that they can fit in around work or other commitments and your Volunteers' Week 'Big Celebration' may just

be the thing to attract them. Your event can also be a focal point to get people in your community using their skills, time and talents to help others.

Check out our [guidance](#) on developing short-term or 'micro-volunteering' opportunities and on [recruiting and managing volunteers](#).

# LAUNCH A NEW PROJECT

If you're about to start a new volunteering project, launch it during Volunteers' Week.

Make sure you have information about the project available, as well as how people can get involved as volunteers.

You may find our guidance on [developing new volunteer roles](#) helpful.



# SHOWCASE YOUR VOLUNTEERING

Volunteers' Week is an ideal time to showcase what your organisation is doing and the contribution your volunteers make.

Consider inviting key stakeholders and partners in your local area to celebrate with you.

Prepare an invitation list early so you can get the date of your event in people's diaries.

Inviting your local MP can be a good place to start, using our [template letter](#).

You can also read our [top five tips](#) for inviting your MP.

Explore ways in which you can measure and demonstrate the impact of your volunteering. Our [Volunteering Impact Assessment Toolkit](#) might help.



# FIVE TIPS FOR INVITING YOUR MP



- 1** Find your local MP on the [UK Parliament Website](#) by entering the postcode of your organisation. If you click through to their profile, this will also give you all their contact details.
- 2** It is up to you whether to send the invitation by letter or by email. Just make sure you include your postcode, either at the top of the letter or as part of the subject line of the email. This helps them identify you as a constituent as shown on our [template](#).
- 3** It can take MPs' offices a while to respond as they receive so much post. However, if you have not heard from them after two or three weeks, you might want to call them to check they have seen the invitation.
- 4** Events on Fridays are usually best for MPs because Parliament does not sit on Fridays and they spend the day in their constituencies. Thursday evenings and Monday mornings can also be good options.
- 5** Local MPs like to attend events that are also photo opportunities, which they can use with the local press or on their own blogs. Think about what suitable activities they could do with your organisation or which volunteers they might be interested to meet. You may also want to produce a press release about the visit and contact the MP's office to offer to draft a quote for them.

# CELEBRATE ON SOCIAL MEDIA

Follow the official Twitter account for Volunteers' Week: [@NCVOvolunteers](https://twitter.com/NCVOvolunteers)

Tweet saying thank you to your volunteers using [#volunteersweek](https://twitter.com/hashtag/volunteersweek)

If you're new to social media and want to know more, check out our [online training](#) and [case studies](#).



# #ivolunteer



If you're a volunteer tell others what inspires you to volunteer, how your volunteering helps others or has helped you.

- ★ Print the [#ivolunteer](#) banner to use in your photos and videos.
- ★ Share them online using [#ivolunteer](#)
- ★ We will retweet some of the most inspiring ones on [@NCVOvolunteers](#) and post them on our [Pinterest board](#).



# DOWNLOADS



From certificates to bunting this is where you can download our free resources to help make your Volunteers' Week a bright and colourful success!

★ [Logo pack](#)

★ [Bunting](#)

★ [Twitter banner](#)

★ [Certificates](#)

★ [Event flyer](#)



# MORE INFORMATION

Below you can find more information and advice about volunteering, volunteer management and good practice.

For more ideas read our [Quick Guide to Thanking Volunteers](#), Free for NCVO members.

NCVO has a range of resources providing [practical support on volunteering](#).

[Contact your local accredited Volunteer Centre](#).

Find out more about [The Patrons Lunch](#) and how you can celebrate on the 12 June.

# CONTACT US

If you have any questions  
or would like to share how  
you plan to celebrate,  
please get in touch.

[volunteersweek@ncvo.org.uk](mailto:volunteersweek@ncvo.org.uk)

[www.volunteersweek.org](http://www.volunteersweek.org)

[@NCVOvolunteers](#) | [#volunteersweek](#)





**VOLUNTEERS' WEEK**

The Big Celebration



# HAVE A GREAT VOLUNTEERS' WEEK!

From everyone at NCVO