



# Advertising Agreement (Volunteering)

This agreement outlines the understanding between your organisation and the University of Leeds Volunteering Team. It states the role of each party in providing volunteering opportunities to student volunteers from the University of Leeds.

Your organisation is responsible for:

- Posting the opportunity on the Leeds Volunteering Hub on MyCareer at least four weeks before the volunteering opportunity begins to ensure we have sufficient time to publicise
- Screening volunteers appropriately to decide whether a student is suitable for a volunteering role within your organisation. This includes arranging for DBS checks when legally required
- The health and safety of volunteers. This includes reporting all incidents, accidents and near misses to us as soon as possible
- Providing volunteers with adequate induction, training, support and supervision in the locality which should include a health and safety briefing
- Reporting to the Volunteering Team the number of students who volunteer (including their details) and where possible the number of hours undertaken
- Informing the Volunteering Team of any significant changes to the information in this form.
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The Volunteering Team will:

- Publish your volunteer opportunities onto the MyCareer website and promote your volunteering opportunity as widely as possible to students both on campus and online
- Signpost students that have an interest in volunteering to your organisation /opportunity if they have the right skills or interest area
- Inform students of the DBS, reference and application requirements of your organisation
- Provide support and guidance on this process to organisations where this would be helpful – please contact us at [volunteer@leeds.ac.uk](mailto:volunteer@leeds.ac.uk)
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Please note that advertising your opportunity does not guarantee that we will be able to find you volunteers. If we have concerns about the role, for example concerns about volunteer welfare, job substitution, legality of activities, discriminatory practice or any other issues we will discuss these with you and may not be able to promote the activity.

If you have any queries please direct them to the University of Leeds Volunteering Team at [volunteer@leeds.ac.uk](mailto:volunteer@leeds.ac.uk).