VOLUNTEER HOURS RECOGNITION
GUILD CLUBS AND FACULTY SOCIETIES

WHAT IS TRANSCRIPT RECOGNITION?

UWA students that undertake verified volunteering as part of Club activities may be eligible to have these hours recognised on their supplementary academic transcripts by Guild volunteering.

Criteria:

- Unpaid
- Objectively verifiable and auditable (refer to process below)
- For benefit of the wider community (not just for the benefit of Club members)
- Undertaken during enrolment at UWA
- Undertaken in partnership with a registered not-for-profit organisation or charity or for the benefit of a disadvantaged community
- Guild Volunteering events or initiatives e.g. day trips, social justice activities, outreach events on campus

Examples of Club volunteering that may be considered:

- Mentoring with school children
- Micro volunteering for a charity/ cause
- Consulting services for registered not-for-profit organisations
- Group volunteering activities e.g. beach clean-ups, Foodbank etc.
- On-the-day event logistics support volunteering at fundraising or community events e.g. PROSH, Relay for Life.

SUPPORT WITH GROUP VOLUNTEERING

Guild Volunteering is here to help your Club or Society to arrange group-based volunteer activities. We have partnerships with over 300 amazing organisations that we can connect you to. To arrange an appointment, contact **volunteering@guild.uwa.edu.au**

PROCESS

1. Contact Guild Volunteering to find our if your proposed Club volunteering meets the criteria.
2. Implement an agreed system with Guild Volunteering to accurately record the hours for the agreed activity.
3. Ensure that the hours are verified by an authorised volunteer supervisor.
4. Complete a CSV template (supplied by Guild Volunteering).
5. Submit the CSV template and log sheet evidence to volunteering@guild.uwa.edu.au before the end of each semester (June and November).

PLEASE NOTE:

- Volunteering for regional or overseas trips will be capped at 10 hours per day.
- Training that is a pre-requisite of the volunteer role (e.g. safety inductions, on-the-job training) is recognised as volunteer hours.
- Non-compulsory training that is classed as personal development (e.g. industry mentoring) is not classed as volunteering.

VOLUNTEER HOURS THAT WILL NOT BE RECOGNISED BY GUILD VOLUNTEERING

Volunteer roles/hours which will not be recognised by Guild Volunteering are:

- Administrative work (i.e. planning, attending, meetings, answering emails, phone calls etc.) as a result of club and committee membership.
- Social activities/ events.
- Unpaid work that meets the criteria of work experience (e.g. internships, practicum placements), rather than volunteering.
- Unpaid work for commercial organisations or events.

Guild Volunteering acknowledges that many activities undertaken by students such as running on campus events or participating in club committees is an important part of student culture. However, the need to audit all volunteer hours makes many student-led activities and events un-verifiable and therefore cannot be counted.