

# Societies Volunteer Guidelines (Committee Members)

## Logging Volunteer Hours

### Am I Societies Volunteer?

A society volunteer is an *elected* committee member of a Manchester Metropolitan University society. If you are a member of the Societies Council, you are also a volunteer.

In order to begin logging your hours as a societies volunteer you will first need to register on the volunteer system by following this link:

<https://www.theunionmmu.org/volunteering-opportunities/society-committee-member-2026-27>

### As a Societies volunteer, you can log hours for:

Planning an event or activity for your society (max 4 hours per day)

- Planning meetings (as a committee or with Union staff / venue contacts, etc)
- Sourcing materials
- Sourcing instructors/external speakers
- Budgeting
- Completing a Risk Assessment
- Campaigning

Managing an event (max 6 hours per day)

- Registering attendance/selling tickets
- Managing the Risk Assessment during the event
- Managing the schedule during the event
- Managing the close of an event

Committee Training

- Handover Meetings
- Induction training (May / September)
- 1-2-1s with Union staff (please specify staff member in notes)
- Additional training, e.g. Events Training, First Aid, etc
- Online training

Attending Council Meetings or Grants Panels

Leading a Trip (8 hours cap per day including travel)

You must be leading the trip for the hours you log and detail your responsibilities during this time

Promoting your society (6 hours max per day)

- Staffing your society stall at Fresher's/Refreshers' Fair
- Welcome Warrior activities during Move In Weekend

Being a Societies Council Representative

- 1-2-1s with students
- 1-2-1s with Societies and Development Officer
- Grant panels, Council meetings, Town Halls
- New Society Decisions (log hours per month)

## You are unable to log hours for the following activities:

- Attending an event
- Going to a social / doing regular society activities
- Travelling to an event

Your role as a Societies Volunteer can be varied depending on your activity, membership and number of events you hold.

If you are unsure about your activity and if it qualifies as a volunteering hour or you are unsure if you are an elected committee member, please contact the Opportunities Team on [s.u.societies@mmu.ac.uk](mailto:s.u.societies@mmu.ac.uk)

## How to log your hours as a Society Committee Volunteer

### How do you start logging your hours:

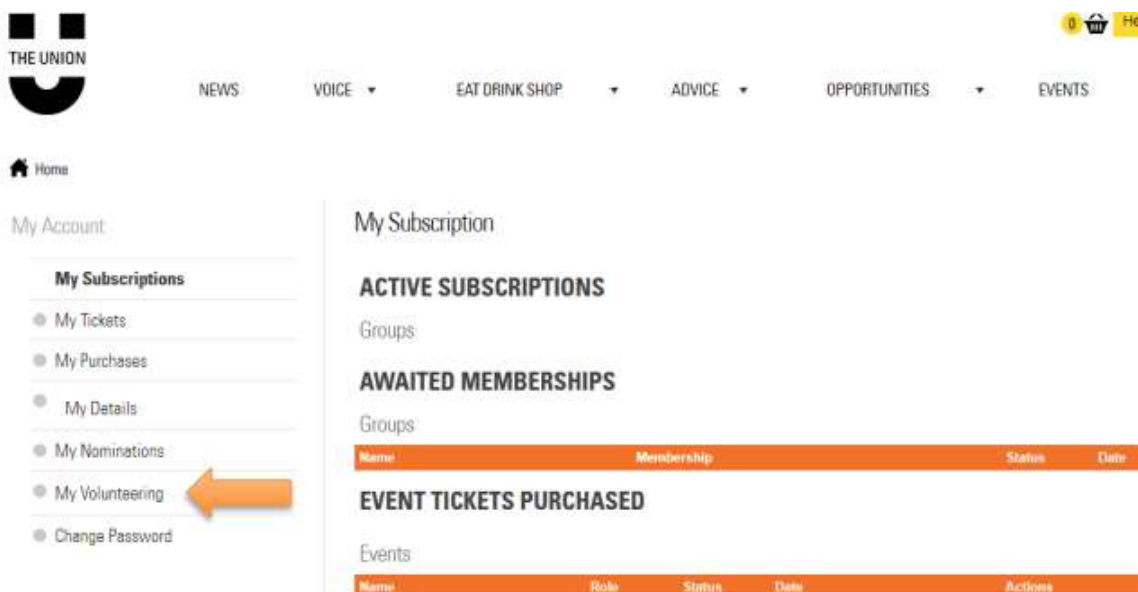
Once you have been approved on our system it is super simple to start logging your hours. If you do have any questions or queries, you can contact the volunteering service.

**Step 1:** Log into The Union website [www.theunionmmu.org](http://www.theunionmmu.org)

**Step 2:** Click on your account profile



**Step 3:** Click on Volunteering on the left-hand side



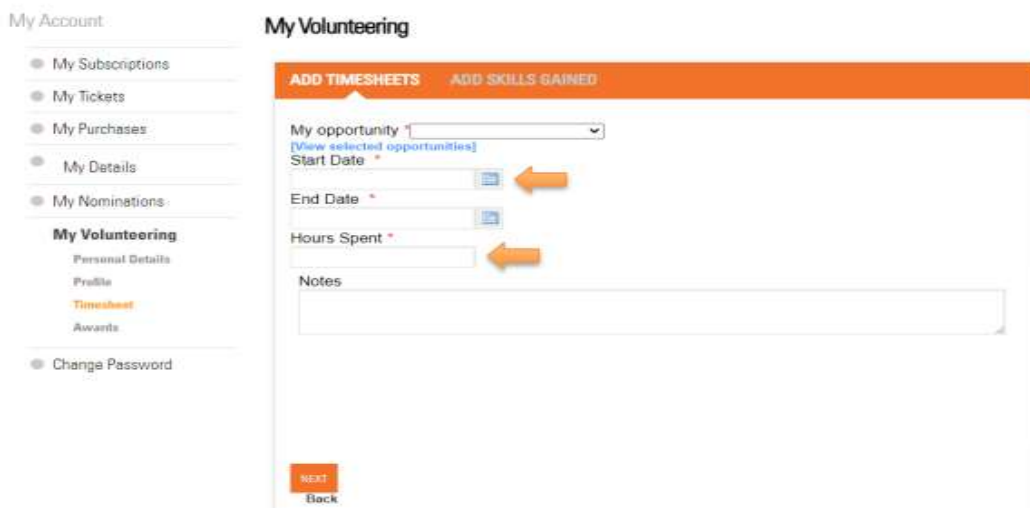
**Step 4:** Click on Timesheet on the left-hand side.

**Step 5:** Click on 'ADD TIMESHEET' in the orange box.



**Step 6:** Choose your opportunity, from the drop-down menu.

**Step 7:** Input, the date of your volunteering and the hours spent volunteering.



**Step 8:** Add notes about your role

We would like to know what you are logging hours for. You can add a description in the notes box. If you are in a society, please write your society in here!

My Account

- My Subscriptions
- My Tickets
- My Purchases
- My Details
- My Nominations
- My Volunteering**
  - Personal Details
  - Profile
  - Timesheet**
  - Awards
- Change Password

My Volunteering

ADD TIMESHEETS ADD SKILLS GAINED

My opportunity

[\[View selected opportunities\]](#)

Start Date \*

End Date \*

Hours Spent \*

Notes

EDIT Back

**Step 9:** Select skills you have gained. You must select a skill; you then have a section where you need to write how you learned this skill. This can be as long or as short as you like

EDIT TIMESHEET ADD SKILLS GAINED

Please select and add comments to skills gained during this opportunity

- Communication
- Confidence
- Event Planning
- Initiative
- Interpersonal
- IT, Computers and Web Skills
- Leadership and Management
- Listening
- Non-discriminatory
- Non-judgemental
- Planning and organising
- Positive attitude

Please add supporting comments for this skill \*

Being friendly and supportive to the young people in the session

Once you have submitted this form, your hours will be approved your hours.