



## Everything you need to celebrate Volunteers' Week 2022

### What is Volunteers' Week?

Volunteers' Week takes place 1-7 June every year. It's a chance to celebrate and say thank you for the contribution millions of volunteers make across the UK. This is the moment to give thanks and recognition to your own volunteers, raise awareness of the impact you and your volunteers have made in the past year, and attract new volunteers.

2022 is an extra special year as we are also celebrating the Queen's Platinum Jubilee. A special extended bank holiday weekend (Thursday 2 June - Sunday 5 June) will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

This year, Volunteer Centre Sutton has therefore adapted plans accordingly, and our public facing events and social media activity will work around the four day Jubilee Weekend.

### How can my group or organisation get involved?

We have lots of ways that you can get involved this year, whether it is being part of Volunteer Centre Sutton's activity or organising your own. Here are some key dates to take note of:

**Book your slot to "Meet the Public":** slots open 29 April; 1st come 1st served  
**Thank You message film & roles for our newsletter:** Friday 20 May

## Key dates

Mon 30	Tues 31	Wed 1	Thurs 2	Fri 3	Sat 4	Sun 5	Mon 6	Tues 7
		Volunteering Event at The Sound Lounge for the public & for organisations  Launch of borough-wide Thank You film	The Queen's Platinum Jubilee Central Weekend 2022 				Start of Carers' Week 6-12 June 	Celebrate the close of Volunteers' Week and reshare our borough-wide Thank You film



# Be part of Volunteer Centre Sutton's activity

## Meet the public! Wednesday 1 June - back by popular demand!

This is a great chance to be on the High Street, recruit some volunteers and raise your profile!

We're offering a **limited number of slots** at our Volunteering Day on **Wednesday 1 June at The Sound Lounge**. This is something we trialled in 2021 and the feedback from organisations taking part was very positive, with a number of new volunteers recruited. This year, we have decided to combine the day with our Drop In Day for the general public, all at The Sound Lounge, to make the most of footfall. Each organisation will have sole use of the Community Room (downstairs at the Sound Lounge) for the duration of their slot. You are also more than welcome to reserve a table outside via The Sound Lounge, (weather permitting) but please ensure that you buy some teas and coffees.

We will promote your slot as part of our Volunteers' Week activity to the general public on our website, newsletter (1,600 residents) and social media (5,000 followers). We would strongly encourage you to also promote this to your own followers and supporters.

## Bookings open via our Mailchimp bulletin sent Friday 29 April.

Slots are offered on a 1st come 1st served basis.

10-11; 11-12; 12-1; 1-2; 2-3; 3-4



## Thank your volunteers in our borough-wide film, introduced by the Mayor of Sutton

We want to capture a selection of short thank you videos from charities, organisations and community groups in Sutton who work with volunteers. This is just one of the many ways we can all thank Sutton's volunteers, but will also show the incredible impact of volunteering in our borough!



**Deadline Friday 20 May**

If you and your organisation would like to take part, please record a short video, following these instructions below. The video can be from anyone in your organisation, or a group from your organisation. It's entirely up to you how you use the time.

- Please record in Landscape (phone on its side)
- Please check the lighting and minimize background noise – we would like to be able to see your face and hear you clearly!
- Please use a relatively plain background, or if you are from an organization, feel free to have your logo on display
- Please keep your video under 20 seconds
- Your message - the main message is to thank YOUR volunteers, but if you can also share their impact and the difference they make to your organisation, that's fantastic!
- Please provide us with your full name, and how you want to be described e.g. "Judith Armstrong, CEO Home-Start Sutton"

**Please send your video to [jodawson@vcsutton.org.uk](mailto:jodawson@vcsutton.org.uk). As the file size is likely to be too large for email, please use a free large file transfer service such as [WeTransfer](#). Please check with Jo Dawson that they have safely received it. Deadline Friday 20 May.**

## Recruit new volunteers through our bumper Volunteers' Week newsletter

Roles selected for Volunteers' Week will be included in our bumper Volunteers' Week newsletter, which goes to 1,600 residents, as well as promoted on our website and social media. These roles will also be a special focus at our open day for the public on Wednesday 1 June.

To include your roles, please send us either the link to your role descriptions on Volunteer Connect or a link to your own website with information about the role and how to apply, **no later than Friday 20 May**. Send them to [jodawson@vcsutton.org.uk](mailto:jodawson@vcsutton.org.uk).

**Hint:** now might be a good time to review and refresh your role descriptions on Volunteer Connect ahead of Volunteers' Week and you can find guidance and role description templates in our Volunteer Management Toolkit.

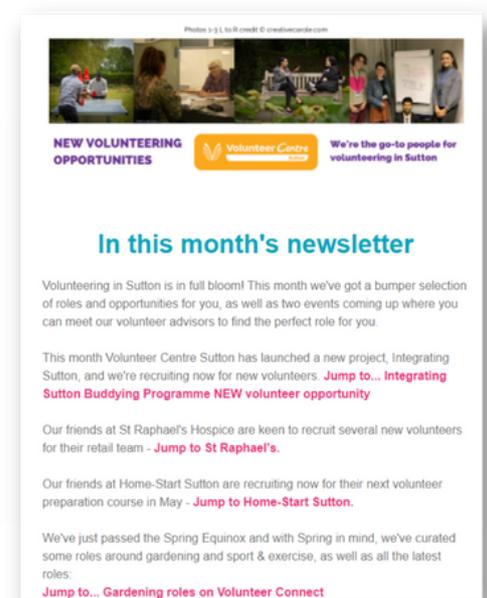
## Join in on social media

We would like to share your posts, tweets and stories throughout Volunteers' Week. Do remember to use the hashtags #VolunteersWeek #VolunteerInSutton and tag us.

**Twitter: @vcsutton1   Facebook: VolunteerCentreSutton   Instagram: @volunteeringsutton**

**All the resources mentioned here, and more, are available in our [Volunteer Management Toolkit on our website](#).**

## Deadline Friday 20 May



# Organising your own activity

## Host a celebration event for your volunteers

Ideas include breakfasts, coffee mornings, afternoon teas, lunches, picnics, BBQs, Curry and quiz nights, and with 2022 being the Platinum Jubilee celebrations, your event could tie in nicely!

The Big Lunch, which is coordinated by the Eden Project, has lots of ideas and resources.

For formal recognition of your volunteers' contribution, customise and print a certificate to give them at an awards ceremony. You could also send a Thank You card and a small gift.

You can find logos, bunting, certificates and thank you card templates in the [Volunteer Management Toolkit section](#) on our website.



## Showcasing the contribution of your volunteers

Using any physical space (shop windows, office windows) you have which will be seen by your volunteers as well as members of the public for displays, you could include photos, quotes from beneficiaries/clients/service users, as well as the Volunteers' Week logo

You can also include your thank you message in our borough-wide film.

You can also add articles to your website if you have one, and share these on social media during Volunteers' Week. [Here is an example on our website about the Nonsuch Vaccination Site programme.](#)

## Share your volunteers' stories

Ask your volunteers to share why they volunteer, to inspire others to volunteer and to raise awareness of your group or organisation.

Sharing a blog written by a volunteer is also a nice way to involve your volunteers. [Here is an example on our website by Tris, one of our Nonsuch Vaccination Site volunteers.](#)

