



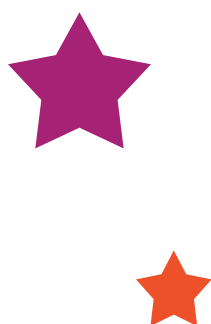
Guidance pack for Kingston Volunteer Involving Organisations





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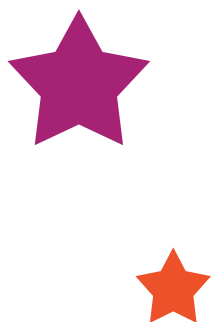


What is Volunteers' Week?

Volunteers' Week is a national campaign which takes place between 1st-7th June every year. It's a chance to recognise the fantastic contribution volunteers make to our communities and say thank you.

Volunteers' Week is supported and celebrated by small grassroots organisations as well as larger, household-name charities, who together run hundreds of activities across the UK. These activities showcase and celebrate volunteers and the contribution volunteering makes in our communities.

As a Kingston Volunteer Involving Organisation, we're asking you to join us in thanking and celebrating the brilliant volunteers giving their time across our borough.



What are the Themes for Volunteers' Week 2023?

Volunteers' Week 2023 is a time **to celebrate and inspire**. This year, we aim to highlight that **diversity is our strength**, show that **there is more than one way to volunteer** and encourage people to **be the change that we want to see**.

Volunteers are at the heart of Kingston, so taking the time during Volunteers' Week to celebrate and recognise their efforts has never been more important.



How to Recognise Volunteers During Volunteers' Week 2023

How we recognise and say thanks to our volunteers will often be unique to our own organisations. We advise that you reflect on all the things your volunteers have helped your organisation to achieve. Highlight a particular moment or memory you have, where your volunteers made a difference and had a positive impact within your organisation. Use quotes and images alongside these to bring your stories to life.

Some ways to thank and celebrate your volunteers:

- **Verbally thank your volunteers** – take the time to highlight how valuable they have been to your organisation
- **Give your volunteer a certificate** - we can provide you with a template PDF Volunteers' Week certificate to send to your volunteers
- **Send personalised thank you e-cards or physical cards to your volunteers**
- **Hold a thank you event**– this could be an in-person celebration or a virtual video call to say thank you to the volunteers in your organisation
- **Set up a social for your volunteers** – you could hold an afternoon tea or pub quiz
- **Tell your volunteers' stories** - share case studies about your volunteers
- **Get your volunteers involved** - could you ask your volunteers to write a blog post about the history of volunteers within your organisation or take over your internal newsletter for a week
- **Gift recognition badges or awards**
- **Tally up volunteer hours** –share the hours they have given to your organisation, a number to be proud of!
- **Offers of training or more volunteer responsibility within your organisation**
- **Celebratory refreshments**– perhaps chocolates, pastries or fresh fruit for volunteers to enjoy during their shift
- **Send your volunteers a message** – if you have a WhatsApp or Facebook Group use it to wish your volunteers a happy Volunteers' Week!
- **Hold a volunteer information session** – expand your volunteering network and bring new prospective volunteers to your organisation

Remember, regular thanking and highlighting your appreciation to volunteers throughout the year can be really impactful too!

If you would like any further advice on how to deliver any of the suggestions above, we're happy to help.

We'd love you to share how you've chosen to celebrate your volunteers this year!



How to Get Involved on Social Media

Your social media platforms are a key way to connect with your existing volunteers as well as finding new ones. In particular, you can:

- Follow the #VolunteersWeek hashtag to see what others are doing and help spread the word
- Find ways to say thank you publicly, for example by gaining support from your local councillors
- Ask your volunteers to share their volunteering story online to inspire others
- Create an online photo album of volunteers in action to inspire and celebrate
- Share a thank you video featuring members of your organisation taking the time to say thank you to your volunteers
- Give your volunteers shout outs across your social media platforms



Example Social Media Content

You can use any of the following social media posts for Volunteers' Week. If you're busy you can schedule these to be sent out using platforms such as Tweet Deck or Hootsuite. Don't forget to tag us in any of your posts! Facebook: [@volunteeringkingston](#) Twitter: [@vol_kingston](#)

LEADING UP TO VOLUNTEER'S WEEK...

We are getting ready to thank all our wonderful volunteers this Volunteers' Week. Make sure you tune in during 1-7 June to find out more about our volunteers and why we will be saying a big THANK YOU!
[INSERT OWN IMAGE]

Do YOU have any astonishing stories from your volunteering? A major event or a simple 'slice of life'? Inspirational, funny, amusing or even sad: we'd love to share them here.

Direct message us or email us at: [INSERT LINK HERE].

JUNE 1ST...



We're kicking off Volunteers' Week with a photo of our volunteers in action from [earlier in the year / last year]
[INSERT IMAGE OF VOLUNTEERS]

Today is the start of Volunteers' Week, here is a message from [INSERT NAME AND MESSAGE FROM A BENEFICIARY OR A TRUSTEE]

We'll be featuring a #VolunteerOfTheDay each day this week... But on day 1, we couldn't possibly decide on just ONE volunteer. We wish to thank all out volunteers across #Kingston – our #VOLUNTEERSOfTheDay!
[INSERT IMAGES OF VOLUNTEERS]

JUNE 2ND...



Here's a message from one of our volunteers on why they volunteer with us.
#VolunteersWeek #VolunteerOfTheDay

Tell us why you volunteer this #VolunteersWeek and use the hashtag #IVolunteer

Who'd like to volunteer some fun for #VolunteersWeek? Are you ready for our #VolunteerCaptionContest? Reply with your wittiest captions here
[INSERT IMAGE HERE]

JUNE 3RD...



Be the change that we want to see: do you have any photos of your volunteering you'd like to share? We're always inspired by people getting involved, making a difference and helping communities in #Kingston, so we'd love it if you shared your images, tagging #VolunteersWeek

We're almost halfway through volunteers' week! Retweet to #ShowYourSupport! #Timetosaythanks

Volunteering is full of moments that can make you laugh, cry or simply appreciate your community. This #VolunteersWeek we'd love to share some of these memories with you. Meet [INSERT NAME] and discover their remarkable story: [INSERT BLOG ARTICLE LINK]

JUNE 4TH...



DAY FOUR

#VolunteersWeek

Diversity is our strength. #Kingston is one of the most diverse boroughs in London with people from all walks of life getting involved in volunteering. Here are some of the people in your community who play an important part:

[INSERT IMAGES OF VOLUNTEERS]

Do you know an extra special volunteer? Let's Celebrate and inspire! Tag them & use the Hashtag #TimetoSayThanks!

JUNE 5TH...



DAY FIVE

#VolunteersWeek

Use the hashtag #IVolunteer & share with us some of your favourite volunteering memories

It's Friday night and even busy volunteers need time to relax... Pull up a well-deserved chair and read some of our funniest #volunteer moments.

Why not share some of yours, too?!

[INSERT BLOG ARTICLE LINK]

JUNE 6TH...



DAY SIX

#VolunteersWeek

Never volunteered, but want to get involved? Find out more here:

[INSERT LINK] #Volunteers week

It's Saturday! There's more than one way to volunteer: some people find volunteering a great way to socialise and get involved on the weekend. So #TimetoSayThanks to our wonderful weekend volunteers.

[INSERT IMAGES OF VOLUNTEERS]

JUNE 7TH...



DAY SEVEN

#VolunteersWeek

Have you enjoyed #Volunteers week? We've had a GREAT time! If you're inspired to volunteer – or you're a volunteer looking for the next challenge; take a look at our opportunities here. Meet new people and gift your skills to your community.

[INSERT VOLUNTEER POSITIONS LINK]

Here's what we did to say THANKS to our volunteers this week.

#TimeToSayThanks

[INSERT OWN MESSAGE OR IMAGE]





Let us Know How You're Saying Thank You this Volunteers' Week

We're keen to hear how you'll be saying thank you to your volunteers this year. Get in touch to let us know what you have planned for the week and we'll shout about it on our social media. Your ideas could help inspire others and keep the thank you chain going!

We are also encouraging organisations to share case studies with us. If you would like to share what your organisation is doing this year to express your appreciation to volunteers, please get in touch with us via email: enquiry@volunteeringkingston.org.uk.

Resources Available

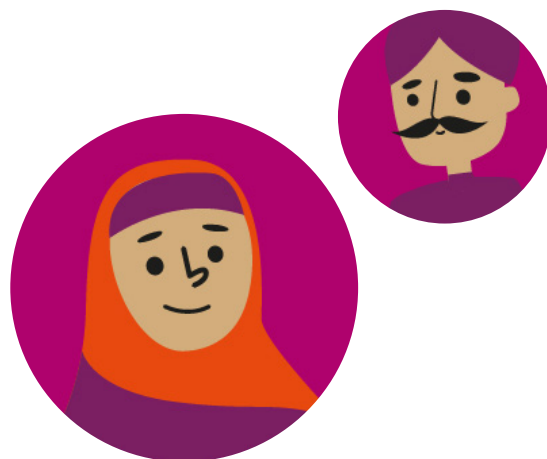
[Communications & Logo Packs](#)

[Social Media Pack](#)

[Styling Your Event Pack](#)

[Saying Thank You Pack](#)

[Get Involved- Organisations](#)



Contact Us

Let us know what you're doing to celebrate Volunteers' Week 2023!

Phone: 0300 365 9980

Email: enquiry@volunteeringkingston.org.uk

Connect with us on social media:

Facebook: [@volunteeringkingston](#)

Twitter: [@vol_kingston](#)