

UWA STUDENT
GUILD
VOLUNTEERING



PROCESS FOR RECOGNISING VOLUNTEER HOURS

UWA students can have
volunteer hours recognised
on their supplementary
academic transcripts through
Guild Volunteering!

A copy of the process for recognising volunteer hours can be found
online at uwastudentguild.com/volunteering/

If you have any further
questions or have any problems.
the Guild is happy to help.

Contact Guild Volunteering at:



volunteering@guild.uwa.edu.au



08 6488 5891



guildvolunteering.com

THE PROCESS

UWA students can have volunteer hours recognised on their supplementary academic transcripts through Guild Volunteering!

Transcript recognition is available for ANY volunteering (not only roles found through Guild Volunteering), as long as it meets these criteria:

- Unpaid
- Objectively verifiable and auditable
- For the common good
- Undertaken during enrolment at UWA
- Undertaken for one of the following:
 - Registered not-for-profit charities and community organisations
 - Volunteer-involving UWA Guild-affiliated clubs or faculty societies (where the volunteering is for the benefit of external stakeholders and the wider community - i.e. not for the benefit of club members only)
 - Guild Volunteering events or initiatives e.g. day trips, social justice activities, outreach events on campus
 - Volunteer roles or events advertised on Guild Volunteering website through external community organisations

How to get transcript recognition

1. If the volunteering undertaken is for a registered community organisation, check with Guild Volunteering if a Heads of Agreement document has been completed. If not, Guild Volunteering staff will liaise with you and the organisation to get one.
2. Accurately record the hours on Guild Volunteering's Volunteer Hours Log Form or CSV spreadsheet (obtained from Guild Volunteering office).
3. Ensure that the hours are signed off by the organisation's or club's Volunteer Coordinator/ Volunteer Supervisor or UWA Student Guild Volunteer Coordinator/staff member.
4. Submit the recorded and approved volunteering hours to Guild Volunteering via email (volunteering@guild.uwa.edu.au) or in person before the applicable deadline (June and December of each year).

Guild Volunteering will upload volunteer hours to students' supplementary transcripts after each semester finishes.

PLEASE NOTE:

- Volunteering for regional or overseas trips will be capped at 10 hours per day.
- Hours which have been completed for an external community organisation, where a Heads of Agreement has been completed, will be listed under the name of the organisation.
- Hours which have been completed for Guild Volunteering day trips, events, micro and pop-up volunteering will be listed under 'Guild Volunteering'.
- Hours which have been completed for programs and/or events for FacSocs or Clubs will be listed under the relevant club name or as 'UWA Guild Societies'.

VOLUNTEER HOURS THAT WILL NOT BE RECOGNIZED 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 that falls under the remit of standard business hours/functions, social events etc.
- Unpaid work that meets the criteria of work experience, rather than volunteering.
- Volunteer hours for commercial organisations or events where there is no specific focus or outcome for the wider community.

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 and can often be considered volunteering. However, the need to audit activities undertaken by students means that not all activities involved in these types of events are objectively verifiable and therefore cannot be counted.

Students who undertake executive or committee roles for UWA clubs or departments can have this recognised separately on the UWA Student Guild Transcript of Extracurricular Achievements.

However, Guild Volunteering is prepared to recognise volunteering hours for club executive and committee members who volunteer at events that benefit the wider community, such as a career fair, information evening, mentoring, tutoring (rather than a social networking event that only benefits their own membership). This is recognised on a case by case basis.