Suggested schedule to plan involvement of volunteer organisations

Share with the volunteer organisation the links to the [School students as volunteers – information for volunteer-involving organisations webpage](https://www.education.sa.gov.au/parenting-and-child-care/volunteers/student-volunteers/school-students-volunteers-information-volunteer-involving-organisations), [Getting ready for student volunteers – information for host organisations webpage](https://www.education.sa.gov.au/schools-and-educators/programs-students/student-volunteering/organisations-hosting-student-volunteers2/student-volunteers-information-host-organisations) and the [checklist](https://www.education.sa.gov.au/sites/default/files/a-checklist-for-volunteer-organisations-to-involve-school-students-as-volunteers.docx).

### Name of student volunteer program

|  |  |  |
| --- | --- | --- |
| Organisation name | Insert the name of the organisation | |
| Potential ideas for student activities | * Talk with the host to identify suitable activities for students and list them here. | |
| Number of students | Talk with the host organisation about number of students to participate in the group activity | |
| Schedule of activities | Time | Activity |
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| Contact person & location | Name, role, phone and mobile number, email address and physical address if required | |
| Staff required | Insert staff names supervising volunteering activity | |
| Transport | Insert transportation required. | |