



HANDS UP!

Student Volunteer Program Workbook

This workbook belongs to:

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About this Workbook

This workbook was developed as part of the Beyond the School Gates, Hands Up! volunteer program. This program was managed by the Bayside, Glen Eira and Kingston Local Learning and Employment Network (BGKLEN) and was funded through the DHHS Engage! Program (2015–2017).

The Hands Up! volunteer program aimed to increase the number of volunteer opportunities, in a range of community organisations, for young people with intellectual disabilities and learning differences (e.g. Dyslexia, Autism, Severe Language Learning Disorder etc.).

This workbook has been designed specifically for the use of young people with varying degrees of intellectual disabilities and learning differences. This workbook provides (in easy to read language and the use of visual cues) an opportunity for users to explore their interests, passions and skills whilst also participating in activities that introduce and consolidate learnings around how to source a volunteer opportunity and workplace safety. This workbook also includes a very simple practise volunteer registration form, that when completed, may assist a young person in future, to complete real life volunteer registration forms, using the practise form as a reference.

For more information about the Hands Up! student volunteer workbook please visit www.bgkllen.org.au



Introducing me

Name:

.....

Age:

.....

School:

.....

Year level:

.....

All About Me

The better you know yourself, the more you will be able to make good decisions in your life.

Some of my favorite things

Colour:

.....

Sport:

.....

Game:

.....

Food:

.....

Drink:

.....

Animal:

.....

Subject:

.....

Things I enjoy doing are:

I am good at:

I enjoy learning about:

I want to learn more about:

Something I care about is:

I care about this because:

Someone I look up to is:

I look up to them because:

Things that other people like about me are:

Skills I already have OR am working on

Here are some skills, please ☒ if you already have these skills or if you are working on these skills:

Skill	Good at	Am working on
Being on time		
Concentrating and getting on with the job		
Listening		
Finishing tasks		
Communicating with others		
Asking for help		
Working in a team		
Helping others		
Working by myself		

Are there any other skills you have or are working on?

What is Volunteering?

A Volunteer is:

Someone who works for an organisation without getting paid.

Why do people become a volunteer?

Although volunteering does take up people's time and energy and it can sometimes be hard work, HOWEVER people become volunteers to make a difference to someone or something needing help.

Can you imagine if people never help each other and only cared about themselves? The world would be become a pretty sad place. 😞

Why should I volunteer?

No matter how old you are, what you're good at, what you're interested in, there's a volunteer opportunity for you. As a volunteer you can:

- Learn new skills
- Meet new people
- Make friends
- Feel good about yourself
- Be part of an organisation and the community
- Have fun

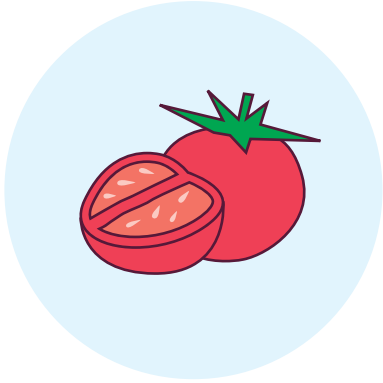
How can I be a good volunteer?

Volunteers have an excellent attitude and commitment to work. A good volunteer is always:

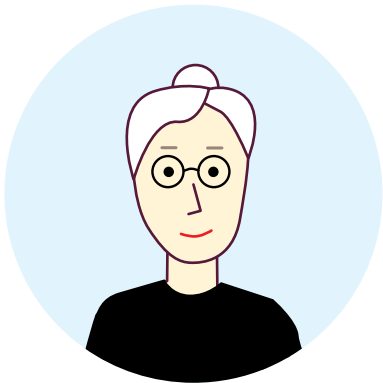
- Well trained
- Helpful and courteous
- Neat appearance
- Enthusiastic
- Willing to work as a team
- Accepts responsibility
- Flexible
- Patient
- Reliable

Volunteering Activities I Would Like To Do

Please ☒ the volunteer activities you may like to try.



☐ Helping with food



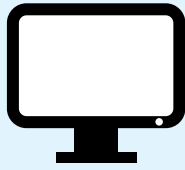
☐ Helping older people



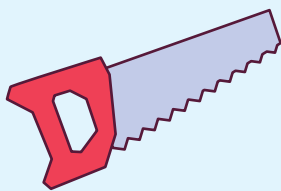
☐ Helping younger people



☐ Helping with gardening



☐ Helping with computers



☐ Helping to make something



☐ Unsure

☐ Other

Draw or write about why you ticked Other:

Do you know of somewhere you would like to volunteer?

☐

I like to work with my hands

☐

I like to work outdoors

☐

I am friendly

☐

I like to work in a team

☐

I like to meet new people

☐

I like to try new things

☐

I am shy

☐

I like to work by myself

Days and Times I am able to Volunteer

Please ☒ the **days** that you might be able to volunteer after school.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Please ☒ the **mornings** that you might be able to volunteer during the weekends.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Please ☒ the **afternoons** that you might be able to volunteer during the weekends.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun

Please ☒ Yes or No if you might be able to
volunteer during school holidays

☐ Yes ☐ No

I would be a good volunteer because:

True or False?

Statement	True	False
You get paid to volunteer	<input type="checkbox"/>	<input type="checkbox"/>
You can learn new skills through volunteering	<input type="checkbox"/>	<input type="checkbox"/>
Volunteering helps the community	<input type="checkbox"/>	<input type="checkbox"/>
I can do something that I enjoy when I volunteer	<input type="checkbox"/>	<input type="checkbox"/>
Young people cannot volunteer	<input type="checkbox"/>	<input type="checkbox"/>
I may need to work in a team when I volunteer	<input type="checkbox"/>	<input type="checkbox"/>
Volunteering could help me get a job in the future	<input type="checkbox"/>	<input type="checkbox"/>
Being a reliable volunteer is important	<input type="checkbox"/>	<input type="checkbox"/>
I may need to attend an interview to become a volunteer	<input type="checkbox"/>	<input type="checkbox"/>
I cannot have fun when volunteering	<input type="checkbox"/>	<input type="checkbox"/>

Use a computer to search for local organisations that have volunteers help; people, animals, sport, events and the environment.



Write the organisation names in the boxes provided below.

Local Community Organisations

Volunteering with people



Volunteering with the environment



Volunteering with sport



Volunteering with events



Volunteering with animals



Practise Volunteer Registration Form

How to answer the questions

There are 2 ways to answer the questions on this form:

1. Tick the right box

You may be asked to tick more than one box.



2. Write your answer on the line



What is your name?

.....



What is your address?

.....

.....



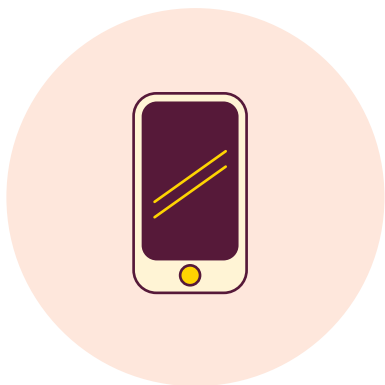
What is your email address?

.....



What is your home phone number?

.....



What is your mobile phone number?

.....



What is your birthday?

.....



What country were you born in?

.....



What language do you speak most at home?

.....



Do you have a job?

☐ Yes ☐ No

If you ☒ ticked YES,
Where do you work?

.....



Have you volunteered before?

☐ Yes ☐ No

If you ☒ ticked YES,
Where did you volunteer?

.....

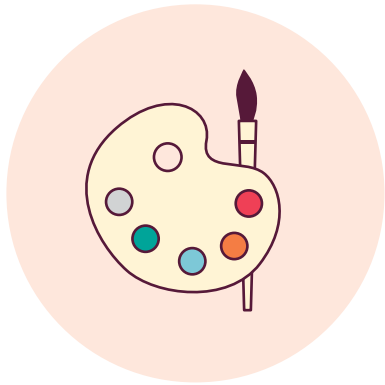


**Have you done a course or
any training?**

☐ Yes ☐ No

If you ☒ ticked YES,
what is the name of the
course or training you did?

.....



What are your hobbies or interests?

.....

.....

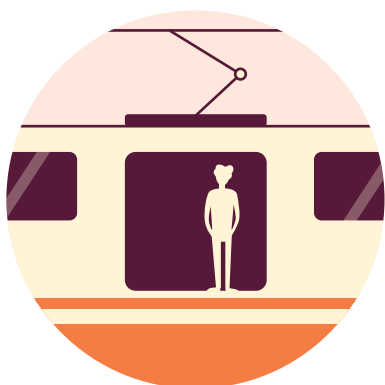
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Please ☒ all of the days of the week you would like or are able to volunteer:

Mon	Tues	Wed	Thurs	Fri	Sat	Sun



Can you use public transport?

☐ Yes ☐ No

Can you write down details of someone we can talk to about your skills and the information you have provided?

Persons name:

.....

Persons phone number:

.....

How do you know this person?

.....

Please sign your name:

.....

Safety quiz



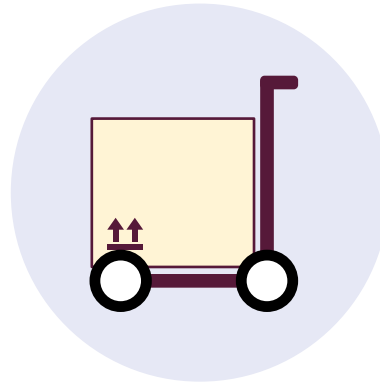
1. Is it safe to touch a boiling kettle?

☐ Yes ☐ No

2. You should lift heavy things:



☐ By yourself



☐ Use equipment



3. Should you always wash your hands before touching food?

☐ Yes ☐ No



4. You should always listen to instructions

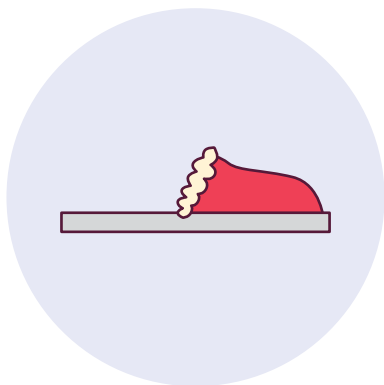
☐ Yes ☐ No



5. You should always clean up spills quickly

☐ Yes ☐ No

6. Which are the safest shoes for the kitchen?

☐☐

7. If you hurt yourself you should

- ☐ Call an ambulance
- ☐ Tell your supervisor



8. You should clean up chemicals quickly?

☐ Yes ☐ No



9. You should protect your ears when using noisy machinery or equipment

☐ Yes ☐ No



10. You should switch off the power point before you pull out an electrical plug.

☐ Yes ☐ No

With your computer, do a search for websites that advertise volunteer opportunities.



www.bgkllen.org.au