

Supporting a Local Network Event volunteer

Local Network Event (LNE) volunteers can be vital in delivering an exceptional event for our supporters. A temporary increase in volunteer numbers also means you can put on bigger and better events without putting a strain on your Organising Team (OT).

However, they are volunteering in a different capacity to your Organising Team members and need considering in a slightly different way.

This document outlines these differences and helps you manage your Local Network Event volunteers to get the most from them for a successful, risk-free event.

What is an LNE volunteer?

- A Local Network Event volunteer is an ad hoc helper intended to support at events only, including on-the-day set up and break down
- LNE volunteers are recruited locally, with the Crohn's and Colitis UK staff performing an administrative role only
- There is limited vetting and no references are gathered
- A designated OT member takes responsibility for LNE volunteers during their activity with the Network
- LNE volunteers have limited input beforehand and are not involved with the organisation of an event
- LNE volunteers are not required to attend OT meetings

Tips for managing LNE volunteers...

- Ensure that key roles remain with OT members who are fully briefed and understand the charity, Network, event and role
- Be clear when explaining tasks and make sure you are comfortable with their level of understanding before entrusting them with tasks
- Be aware of risks and potential safeguarding concerns when entrusting an LNE volunteer to work directly with supporters
- Make sure LNE volunteers know who to talk to in the event of an incident or if they have a question
- You may hold a planning meeting just before the event for anyone who will be helping on the day. Don't discuss OT matters and use it solely for finalising details and allowing LNE and OT volunteers to get to know each other
- Give a warm welcome and make them feel included – it is daunting to join an established team
- Be selective at the recruitment stage. Are they engaged in the process and excited about the event? Do they respond to queries and information you give them? Speak to your Volunteer Development Officer with any concerns

Transitioning to an OT member...

- LNE volunteers may naturally progress to the Organising Team, which is great news for your Network and a credit to your work with them
- To become an OT member, even after assisting at several events, they must go through the formal recruitment and vetting process with the Volunteering Team
- After signing up as an LNE, a new volunteer may wish to be more involved in the actual planning and therefore apply to be an OT member via the Volunteering Team

	Activities and Awareness Volunteer	Event Volunteer
RECRUITMENT		
They need to fill in an application form	Yes	No
They need to fill in an information form	No	Yes
Volunteering Team need to speak to potential volunteer before they join the Local Network	Yes	No
Volunteering Team require a copy of the application or information form	Yes	Yes
PLANNING and RUNNING EVENTS		
Pre-planning and prep for events	Yes	No
On the day support	Yes	Yes
Required to attend OT meetings	Yes	No
Receive minutes from OT Meeting	Yes	No
Emailed about all events and planning	Yes	No
Emailed about bigger events where extra volunteers are needed	Yes	Yes
Receive monthly 'Local Network Comms' from Volunteering Team	Yes	Yes
Safeguarding briefing before an event	Yes	Yes
T-shirts posted out when registering as a volunteer	Yes	No
T-shirts provided on event day to keep	No	Yes

Where an Activities and Awareness volunteer starts to request not to do the 'Yes' actions against their responsibility it may be suitable to transition them to an LNE volunteer and vice versa if an LNE wishes to receive minutes, be kept up to date on every activity, help plan events or attend OT meeting it may be suitable to transition them to an Activities and Awareness Volunteer, as outlined above.