KING'S
College
LONDON

# Record your Volunteering

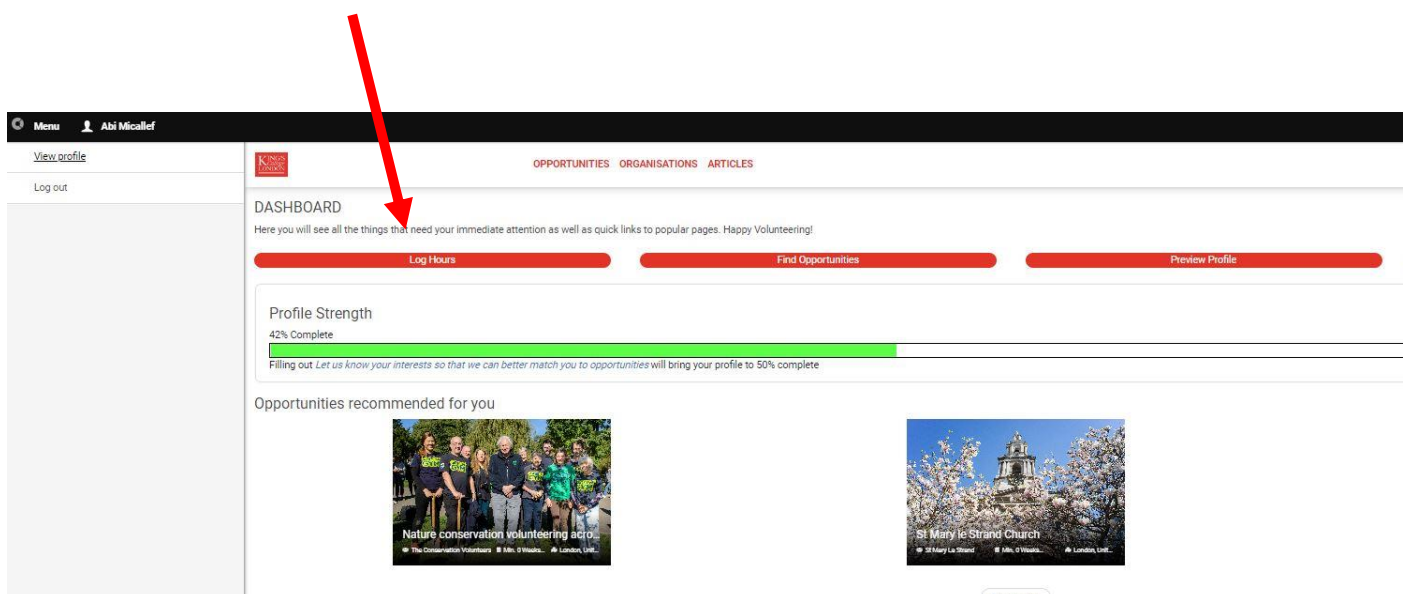## King's Volunteering Platform

# Logging Volunteer Hours

The King's Volunteering platform allows you to keep a verified log of your volunteering activity and share this with others. This means that all hours logged are approved by the organisation you volunteer with.
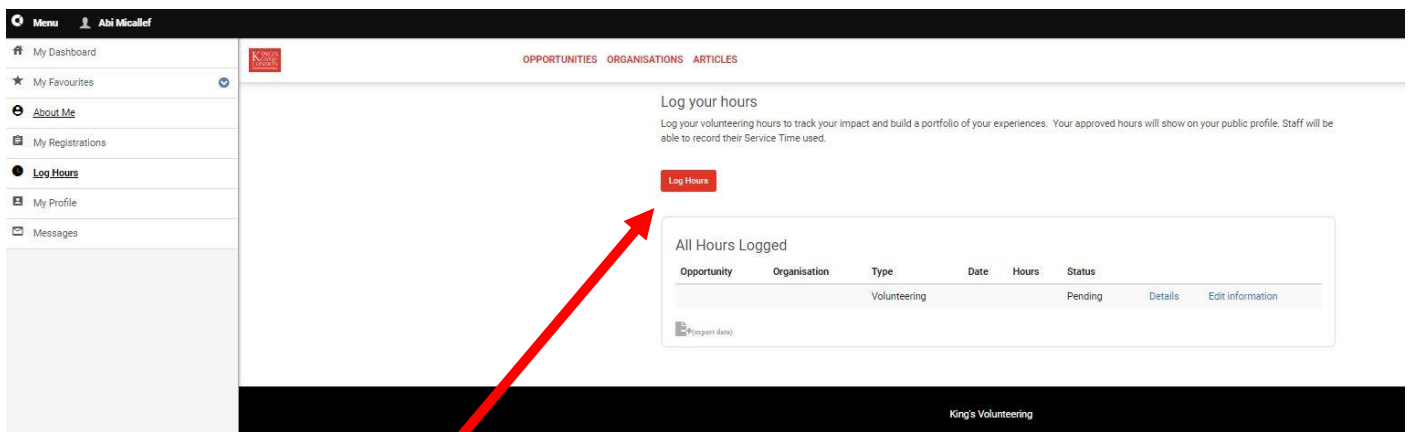
## Why log your volunteer hours?

- You can build a verified record of all the volunteering you have completed throughout your time at King's
- Your volunteering with different organisations and causes all show in one place
- You can share your volunteering record with others including employers, on applications or on your CV
- Hours logged on the King's Volunteering platform will show on your Higher Education Achievement Record (HEAR) once you graduate if you are a student.
- You can qualify for the King's Volunteering Reward & Recognition scheme.
- This record helps you demonstrate the skills you've developed through volunteering

## Submitting volunteer hours

To submit your hours, you must have registered on the King's Volunteering platform. You can log in or register by visiting the King's Volunteering platform. Once logged in, visit your dashboard and click 'log hours'. This will take you to the below page.

Click the 'log hours' button and you will be presented with a form to provide information about your volunteering activity. If you found your volunteer role through the King's Volunteering platform, use the drop-down menus to select the organisation name and volunteer role respectively.

If you did not find your volunteer role through the King's Volunteering platform, you can tick the box 'not in the list' and use the text box to type the name of the organisation you volunteered with, and/or the name of the volunteer role.

We recommend you use the save button at the bottom of each page as you fill in details.

KING'S VOLUNTEERING

You will then be presented with a form to fill in and to provide information about your volunteering, including when you started volunteering, how many hours you have volunteered and what skills you used during your time in the role.

You will also be asked to share the name of the approver. This is the name pf the person at the organisation you volunteered with who would be able to confirm your record of volunteering. For example, the person who managed you during your volunteering activity.
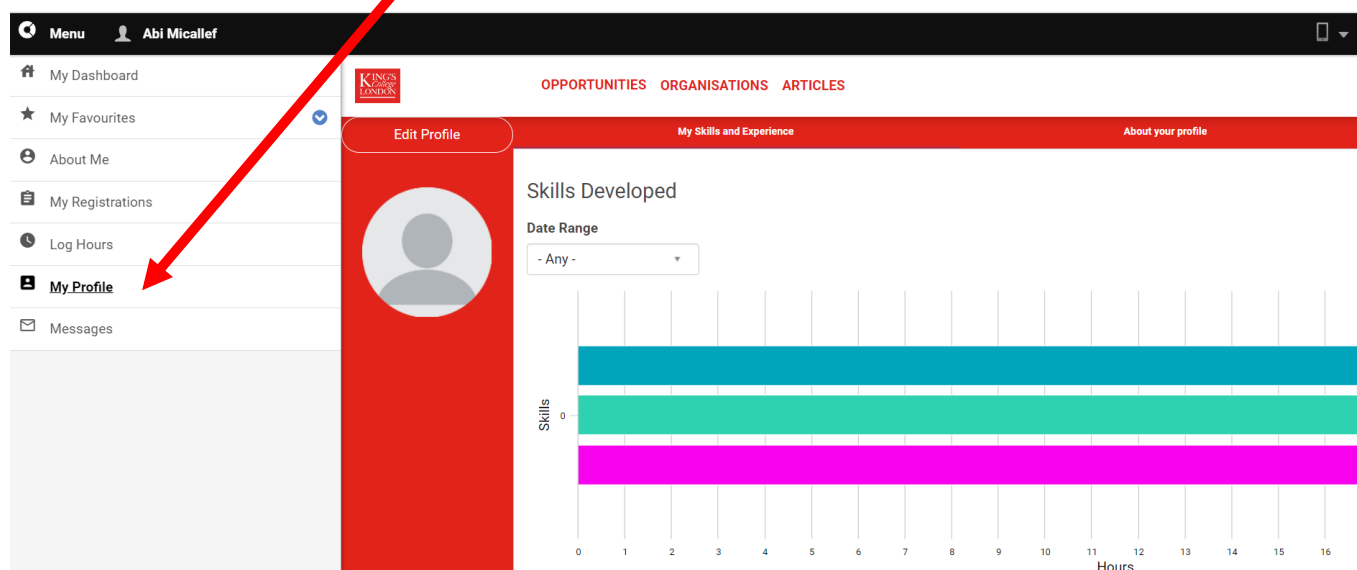
Once you have provided these details, you will be asked to add information about your volunteering activity, including some reflections on your experience of the role. These will be helpful for you in the future when looking back at your completed volunteering.

These details will then be sent to the approver you list for review. Once the details have been approved, they will be listed on your profile on the King's Volunteering platform.

Hours logged and approved on the King's Volunteering platform will allow you to qualify for the King's Volunteering Reward & Recognition scheme. If you are a student, once you volunteer for a certain number of hours, your volunteering will appear on your Higher Education Achievement Report.

## Your volunteering record

You can view your public profile that details your volunteering experience, approved hours, and skills gained by clicking on 'My profile' in the main menu. You can share this by sharing the URL of this page. You may wish to add this link to your CV, LinkedIn profile or on application forms.



If you have any questions about logging your hours, get in touch with the King's Volunteering team at volunteer@kcl.ac.uk.