



Student Life Volunteering Program Handbook

Student Life Volunteering Program
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Student Life Volunteering Program

Welcome to the official website of the Swinburne Leadership and Volunteer Program (SLVP) at Swinburne University of Technology, Sarawak campus!

At SLVP, we believe that leadership and community engagement are essential aspects of personal growth and development. Our program is designed to empower students like you to make a positive impact on society while fostering essential leadership skills that will serve you well throughout your academic journey and beyond.

Through a diverse range of volunteer opportunities and leadership development initiatives, SLVP aims to cultivate a strong sense of social responsibility and civic-mindedness among our students. Whether you're passionate about environmental sustainability, community service, or creating meaningful change in the world, we offer a variety of projects and activities to suit your interests and strengths.

Joining SLVP means becoming part of a supportive and inclusive community, where like-minded individuals come together to collaborate, learn, and create lasting connections. Our experienced mentors and dedicated staff are here to guide and support you on your journey to becoming an influential leader and an active global citizen.

Student Life Volunteering Programme is open to:

- ELICOS/Foundation/ Diploma Students
- Undergraduate Students
- Postgraduate Students

SLVP paths the way for student volunteers to get involved in University wide events, work along side staff members and help out in external events.

In addition to these services, SLVP may provide workshops webinars and talks such as:

- Training course (e.g LinkedIn)
- Community Engagement Programs

1.1 SLVP Main Objectives

Volunteering is a fantastic way to become involved in the Swinburne Sarawak community! Opportunities come in many varying areas, including:

At Swinburne Sarawak, we believe in balancing academic excellence with enriching student experiences. Our volunteer program extends beyond external requests as we also receive internal requests from various faculties. Beyond our academically rich environment, we offer a diverse range of activities and volunteering opportunities that allow students to grow, engage, and make a positive impact within our university community.

SLVP Swinburne Sarawak takes great pride in being an active and sought-after community partner. We are delighted to receive numerous requests from external parties, demonstrating the trust and recognition we have earned for producing dedicated and impactful volunteers. Our commitment to service and social responsibility continues to attract opportunities to collaborate and make a difference beyond the boundaries of our university.

1.1 SLVP Main Objectives

By volunteering with SLVP Swinburne Sarawak, volunteers embrace the core values of leadership, community engagement, and social responsibility. Engaging in our programs offers numerous benefits, including:

Personal Growth

Volunteers experience transformative personal growth as they develop leadership skills, enhance communication abilities, and gain valuable practical experiences.

Meaningful Impact

Contributing to various community projects and initiatives allows volunteers to make a positive difference in the lives of others and create lasting societal impacts.

Diverse Opportunities

SLVP offers a wide range of volunteer opportunities, catering to different interests and passions, such as environmental sustainability, education, and community development.

Networking and Connections

Engaging with like-minded individuals and experienced mentors fosters meaningful connections and networking opportunities for future personal and professional growth.

Enhanced Skillset

Volunteers gain transferable skills such as teamwork, problem-solving, and project management, which enhance their employability and academic performance.

Recognition and Certifications

Volunteers may receive recognition and certifications for their contributions, acknowledging their commitment and dedication to community service. A notable award is the SLVP Award.

Resume Enrichment

Volunteering with SLVP enhances resumes and college applications, showcasing a candidate's dedication to service and leadership qualities.

1.2 SLVP Award

Welcome to the prestigious SLVP Award, an esteemed recognition presented by Swinburne Sarawak's Swinburne Leadership and Volunteer Program (SLVP). As a program committed to fostering leadership and community engagement, we take great pride in acknowledging the remarkable efforts and dedication of our outstanding volunteers.

The SLVP Award is a testament to the commitment shown by our volunteers, ranging from 50 to 200 hours of service. This esteemed accolade serves as a symbol of their exceptional contributions to various community projects and initiatives, making a positive impact on society.

Beyond its honor, the SLVP Award holds significant practical value. Recipients can showcase this prestigious recognition on their resumes and job applications, illustrating their dedication to service and leadership qualities. Additionally, the award can also open doors to further opportunities, both in the form of potential job offers and other awards or scholarships.

SLVP Points Earned	Eligibility for SELA	Eligible SLVP Award
50 Points	✓	Certificate
100 Points	✓	Certificate + Badge
150 Points	✓	Certificate + Badge + Tote Bag
200 Points	✓	Certificate + Badge + Tote Bag + Plaque

For more information about the Swinburne Emerging Leader Award, please visit the website [here](#).

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Code Of Conduct

All participants within the Student Life Volunteering Program are required to uphold the following Code of Conduct.

- Uphold the good reputation of SLVP and Swinburne University of Technology Sarawak at all times.
- Ask for directions and support to clarify your role or any issues that may arise within your role within the SLVP.
- Complete any evaluation or feedback attached to training, workshops and other opportunities provided by SLVP
- Contact a relevant staff member / contact person if you are unable to attend training, workshops or other appointments or commitments
- Respect the rights of other students and staff and act in accordance with Swinburne Sarawak policies and procedures.

As a participant in the Student Life Volunteering Program you have the right to:

- Request to receive a clear description of tasks to be undertaken in your volunteer role.
- Contact the volunteer supervisor.
- Request guidance and the necessary information to fulfil the task.
- Inquire about the working environment
- Defend your confidentiality in accordance with the Personal Data Protection Act 2010 (PDPA).

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Creating Volunteer Jobs

The SLVP is a fantastic way to stay up-to-date about extra-curricular activities – the first step to getting involved is getting the information.

Should any other departments in Swinburne Sarawak or external parties request student volunteers need to fill in the "[Get Volunteers](#)" form on the SLVP Website for the Student Experience Officer to inform the activity/event to the student volunteers.

3.1

Requestor Guidelines

3.1.1 All volunteer requests for events must be submitted at least 2 weeks in advance of the proposed event date. This allows ample time for proper planning and coordination to ensure a successful volunteering experience.

In cases of urgent circumstances where the event is within 2 weeks, exceptions to the advance notice rule may be considered. However, the decision to entertain such requests lies with the discretion of the volunteer program coordinators.

3.1.2 Requestor must complete a Volunteer Request or Projects Form for each volunteering activity request on the SLVP Website. It is the organiser or requestor's sole responsibility to inform SLVP regarding any special request or criteria.

3.1.3 The requestor can be:

- Student Engagement Units (except for Student Experience)
- Other Swinburne Sarawak university units/departments/faculties
- Swinburne Sarawak Student Council (SSSC)
- Registered student clubs & Societies in Swinburne Sarawak
- External bodies – Governmental, Private companies and NGOs

3.1.4 The requestor must nominate a Volunteer Supervisor.

3.1.5 If the requestor is an external body, transportation must be provided for our volunteers. In the event that transportation cannot be provided, the organisers must compensate for the transportation cost.

3.2 Volunteer Supervisor Guidelines

The responsibilities of a volunteer supervisor includes:

- Coming up with the announcement text and/or poster advertisement for Student Experience to email blast to the student volunteers.
- To contact the volunteers after receiving the volunteers name list from Student Experience.
- Ensuring the student volunteers are welcomed and trained in all required tasks.
- Ensure volunteers welfare and well-being are taken care of during the event.
- To decide on the competence (within reasonable judgement) of the student volunteer for/during the event
- Verifying the students' volunteering hours based on the time they have contributed
- Signing the log sheet which proves student volunteers hours stated are true

3.2 Volunteer Supervisor Guidelines

- 3.2.1** Volunteer supervisors must exemplify the highest standards of professionalism, integrity, and respect, setting a positive example for all volunteers under their guidance.
- 3.2.2** Supervisors should maintain clear and open communication channels with volunteers, providing necessary information, instructions, and feedback in a timely and constructive manner.
- 3.2.3** Acknowledge and appreciate the efforts and contributions of volunteers, recognizing their dedication and commitment to the organization's mission.
- 3.2.4** Empower volunteers to take ownership of their tasks and responsibilities, encouraging creativity and initiative within established guidelines.
- 3.2.5** Prioritize the safety and well-being of volunteers, ensuring that they are aware of and adhere to all safety protocols and procedures.

3.2

Volunteer Supervisor Guidelines

- 3.2.6 Assign tasks and roles based on volunteers' skills, interests, and availability, ensuring a fair and balanced distribution of responsibilities.
- 3.2.7 Be accessible to volunteers, offering guidance and support as needed, and being responsive to any queries or concerns they may have.
- 3.2.8 Address conflicts or issues among volunteers with sensitivity and objectivity, striving to find mutually agreeable solutions and maintaining a harmonious volunteering environment.
- 3.2.9 Maintain appropriate professional boundaries with volunteers, avoiding any actions or behaviors that could be perceived as favoritism or misconduct.

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Log Sheets

Eligibility for Points

- If you attend a conference, forum, trip, or other SLVP approved activity; you will be given the hours you are away for, minus 8 hours of sleep for every night you are away.
- Unless the event or activity is approved by SLVP, points will not be awarded for SLVP-ians that join other non SLVP event.
- If other departments in the university requests that you volunteer during Swinburne Open Day or if you respond to a volunteer advertisement during Swinburne Open Day; your points may be verified and approved by Student Experience upon submission of logsheet.

Log Sheet Recording

- It is advised to state ALL activities that the student has participated in.
- Handwriting on the log sheet (if submitted through scan) should be legible by the supervisors.
- Ensure that the volunteer supervisor has signed off and verified the details on the log sheet (e.g hours, role).

Log Sheet Submission Process

Fill in the relevant areas of the log sheet before verification

Please ensure your description is clear. E.g O-Week Feb 2023 (Usher).

Acquire the verification signature by the person in charge

Fill in the name and contact number of your PIC before you acquire the signature.

Scan or email the digital copy to SLVP email (strictly no physical copies to be sent).

Please ensure that the image is clear and legible. Email to volunteering@swinburne.edu.my with the title [Log Sheet Submission: Student ID]

Acquire confirmation that your log sheet has been received

You will receive the confirmation within 3-5 working days.

4 Log Sheets

Log Sheet Statement

Please email to volunteering@swinburne.edu.my to check your SLVP Points. Please state whether you would like a full statement (activity description and points) or only the general number. To inquire, please use the title [SLVP Points Inquiry: Student ID].

Additional Information on Log Sheets

- Log sheets submitted by the volunteer will be used to answer any questions about how many hours they worked. Please save copies of your log sheets so that these issues can be easily handled in the future.
- Student Experience Officer will have the final decision, as when there are dispute on the number of hours volunteered for a specific activity and/or submission of late or incomplete sheets.