# 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/parenting-and-child-care/volunteers/student-volunteers/getting-ready-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 | Potential ideas for student activities | Number of students | Schedule of activities | Contact person & location | Staff required | Transport |
| --- | --- | --- | --- | --- | --- | --- |
| **<insert name of organisation>***For example**Trees for Life* | **<talk with host organisation to identify suitable activities for students>***For example** *morning walk and talk while clearing weeds, Folland Park, Clearview*
* *half-a-day in Tress for Life nursery planting seeds, Brooklyn Park.*
 | **<talk with host organisation about number of students to participate in group activity>** | **<insert a rough timeline for activities on the day/week>***For example**9.15am: depart school**9.45am: arrive at Folland Park for walk and talk volunteer activity* *11.45am: bus collects students and brings to Trees for Life, Brooklyn Park* *12.15pm: students arrive and have lunch at Brooklyn Park**12.45pm: volunteer activity**2.45pm: depart Brooklyn Park**3.15pm: arrive back at school* | **<name>****<role>****<phone/mobile number>****<email address>****<physical address>** | **<insert names of staff supervising volunteering activity>** | **<insert transportation required>***For example**mini 11 seater bus and staff car* |

**Notes:**

*For example: Please park on the north side of Turnbull Rd at Folland park because if you park on the same side of the road as the reserve you may get a parking fine.*