



Volunteer Handbook





Hi, welcome to Aveea

Firstly, thank you for choosing to volunteer with Aveea, and for helping us to inspire thousands of students into a world of Science, Technology, Engineering and Mathematics, a world that our future leaders may never have thought was possible.

Volunteers are at the very core of our organisation, you are the face of Aveea, when our students are conducting experiments, you are there to help them out, answering questions about the world that you *never even thought were questions*.

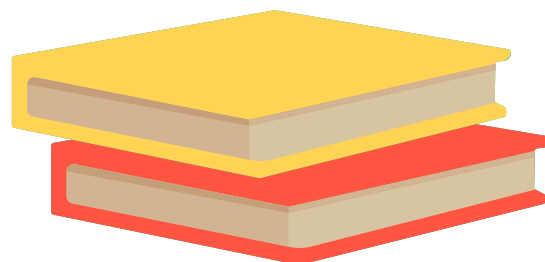
You are essential to everything we do in schools, how else can a student figure out that they could learn to code in under 45 minutes?

That's why it's our duty as Aveea to ensure that anyone gives their time to Aveea, feels proud, valued and understood when they are with us. This short guide explains the basics, what could be expected. Hopefully it is as helpful as you wished, if there is anything that you are unsure on, please let us know, speak to your main Aveea contact, they'll be more than happy to assist.

And just remember, every day is really a school day, to learn and challenge yourself, if you're making mistakes, you're somewhat on the right path.

Prem Patel

Founder of Aveea

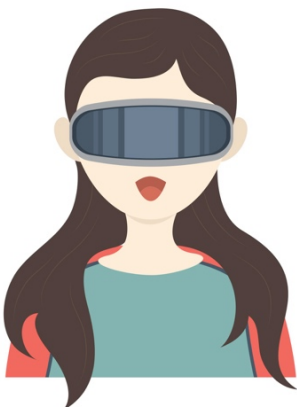


What do we do at Aveea?

We want to show every student out there, what they could be getting up to when they start their career. We learn a lot as students, the math classes, science classes, humanities, you name it, and bringing this all to life is what Aveea is all about.

From our online platform via videos and articles (and mentor platform in the making) through to our favourite; Aveea Academy, we want to show students what our heroes are doing in industry. Sure, we aren't sending 8-year olds up to Mars like what Elon Musk is doing, but we can give them a VR Headset to simulate what it would be like.... you see, our sessions don't have to cost billions of pounds, it just requires a little bit of imagination.

So how exactly do you get involved, well there are numerous ways, Aveea Academy is the one where not only are you going to make the biggest impact but also where you'll grow the most. There's also online articles and videos, we have a huge online presence that we are trying to grow day by day, the options for you at Aveea are endless. Speak to your Aveea Leader on what you would benefit from the most, they'll help you figure out what works best for you.



What we will do?

At Aveea, our job is to make sure you get the most out of what you do, what we really look for is your self-development, that's something we truly believe in and help you with.

We will always treat you with respect, consideration and appreciation, this means making sure you have a clear idea of your responsibilities and really, providing the training and support to undertake your responsibilities.

And feedback is also something that is very important, we want to update you on how you're doing, and ultimately how your work has made a difference. They'll be ongoing support from our end, we ask that you make a note of how each task you carried out went, what you did and if any issues arose.

What will you do?

Aveea being Aveea, we expect a high standard from everyone who joins us, whether they are staff or volunteers, so there's a few things we ask everyone to do.

Represent Aveea in the most professional way possible, that means, no discrimination, don't exclude others - and really treating everyone you come into contact with, whether they are Aveea staff or teachers at schools, with upmost respect.

We also understand that sometimes you can't fulfil your commitment to Aveea, this may be due to sickness or something else like a holiday or exams, this is fine, but we ask that you provide us with as much notice as possible. This helps us balance everything on our end.

Also if you don't fully understand your role, or responsibility, just ask your Aveea Leader, that's for anything, no matter how small or big, we don't mind questions.

How it all pieces together...

When you first meet your Aveea Leader, they'll explain the ins and outs of Aveea, who you're working with, what you'll be doing, all the good stuff to get you going.

During the first few weeks, your Aveea Leader will be going through this stuff with you. Health and Safety requirements, training, and other administrative things, if you're going to be at school with children, this will require further training, this may also require you to undergo a Disclosure and Barring Service Check (DBS Check). Don't worry though, your leader will go through everything with you.



The fine print...

In addition to our code of conduct which you must read and agree to before signing on as a volunteer, there are additional policies which we have specifically for our volunteers. Please take your time to read this section, this is ultimately what you agree to when you join us as a volunteer.

We will reimburse volunteers for any reasonable expenses, this will be agreed on prior, things like travel, material for our Aveea Academy Sessions. You must keep your tickets and receipts though, as we need them before we can pay out any of your expenses.

As you can imagine, maintaining confidentiality is a must when working with Aveea, this means you keep all information about Aveea, the people we work with, other volunteers, any minors we come into contact with, all private, unless this is required by law.

You must also ensure that you understand and comply the Data Protection Act, a law stipulating how you handle personal information, you may sometimes have access to this information, if you are unsure about this ask your Aveea Leader for a copy.

We treat everyone that comes into contact with us fairly and equally, when we accept volunteers, we do not discriminate against any other volunteers because of their age, disability, ethnic origin, gender, marital status, nationality, political beliefs, race, religion, sexual orientation or any other matter that would be considered discriminative.

Aveea has employer's liability insurance, this provides insurance against liability experienced by volunteers or staff as a direct result of their involvement with Aveea activities. As a registered volunteer you are also covered by our public liability insurance, this means you're covered when you carry out your duties for Aveea, things like compensation for injuries or damage of third-party property. In any event, it does not cover pure accidents.

When you are volunteering for Aveea, you may notice that we use a certain style of language and dress a certain way, you are ultimately an ambassador for Aveea, responsibly for presenting a positive image to everyone you come into contact with, please use your

judgement to dress and speak appropriately especially knowing where you are, the age group etc. This could be either in a school or if you're composing an email. If you are ever in doubt, please speak to one of the Aveea Staff.

We also ask our volunteers when leaving school, college or university to attend an Aveea Academy session, to follow all local legislation and law that is applicable to them. There may also be instances where numerous forms of transport is required, this should be discussed and agreed with Aveea Staff prior engagement.

A final note is as that we ask our volunteers and members of staff to not smoke when on school ground regardless of whether this is school policy or not.

No good deed goes unrewarded



There is so much honour in what volunteers do for Aveea, we cannot thank you enough, if there is something that you need or want help improving on, do let us know. Also, if you ever need a reference for all your good work, do speak to your leader. You're also welcome to write up your job role on your CV too.

Any Problems

If you're ever stuck with something or struggling with a certain aspect of your role, please speak with your Aveea Leader for support, this might be simply because the role isn't working out as you had hoped, so do let us know. We can work something out, don't see it as a failure, there are plenty of roles out there, we just need to find one that suits you.

Another one is dealing with complaints, this can come from pretty much anyone, from a parent, a child, even the headteacher or someone online. You have to remember, that any complaint is an opportunity for us to grow, to do things better and provide a service better than we did yesterday.

We capture all feedback so if you ever hear something or something gets said, good or bad, directed specifically at you or anyone else at the team, please do speak to your Aveea Leader or send it through to tutors@aveea.org