

# Digital Volunteering Guidelines

*Welcome to AYA's answer to Volunteering during the Coronavirus situation, offering activities to raise peoples spirits and keep the community active and connected.*

Digital volunteering is very similar to the traditional volunteering that you may have been involved with before. The main difference is that the activities you provide are prepared at home for use by someone in the community elsewhere. The activity you choose is more flexible in this remote format, where it can be moulded entirely to your own skill base and level of ability and of course to the audience you are targeting.

The title of digital volunteering includes some activities that are written, drawn and designed then submitted via technology, as well as linking people directly via filming or live streamed connections, so hopefully there will be something to interest everyone. The activities listed on the AYA website are examples of what can be achieved, if you are interested in any of them, but would like to try it out slightly differently, we are more than happy to work with you to develop your idea.

In the meantime there are some helpful tips and good practice that will help you through your volunteering and keep you safe.

## **Sending Files**

Please send all films via [www.wetransfer.com](http://www.wetransfer.com) to [volunteer@aylesburyyouthaction.co.uk](mailto:volunteer@aylesburyyouthaction.co.uk) as video files tend to be larger than most and your email system will have trouble sending the file. Any smaller files like, word, pdfs etc can be emailed direct, using the same email address as above.

## **Keeping safe**

- Please ensure that no volunteering is performed in person outside the home, during the self isolation period. Of course, you can use your garden if needed, but this is just to ensure that you keep within the government guidelines whilst helping out.
- Volunteering activities are not to be completed at the expense of your school work.
- Please ensure that all creations (films/audio/writing etc) are sent to AYA to check over and make ready for any publication.

## **Logging Volunteering Hours**

- Any agreed project activities can go towards your volunteering hours at AYA, these can be logged through a Google Form on our website, just follow the link on the home page slider.
- Please check with the Duke of Edinburgh Awards website for more information on using your volunteering hours during the self isolation period <https://www.dofe.org/thelatest/volunteer-remotely/>

## **Filming Tips**

If you are thinking of getting involved with a filming activity, here are some tips to help you along:

1. Do plan your film idea and think of the audience you want to target e.g: young children, peers or the older generation.
2. Do think of how you could best engage the watcher e.g: use body language to show interest, hand gestures, no heavy makeup
3. Do allow yourself to express your interests with the watcher; if portraying a character, think of the way they show their personality towards others and whether they're different – maybe closed off to strangers and more open to old friends
4. Do be aware of your background, make sure you have a clutter free area behind you with no inappropriate imagery or other people to distract the watcher.
5. Don't move too rapidly during filming, as this will often overwhelm the watcher and camera doesn't always pick up what you're doing. If you are instructing step by step, slow down a move to ensure the watcher has understood before speeding up.

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6. Do set up the camera in a comfortable position with a stand or tripod so it doesn't fall over during filming. If you are using a camera to film please make sure it is in landscape mode.
7. Do make sure that any music you use in your filming needs to be copyright friendly. Any queries please contact the AYA office for help.
8. Do be organised and keep props, paperwork etc nearby, so you can get to items quickly. As this will produce a smoother overall performance, engaging the watcher encouraging them to stay (even if it's live).

### Letter Buddy Tips

If you prefer to submit a letter to someone at an elderly resident's care home, think of the following tips to help you along:

1. Do think about the person you are writing to and adjust your writing style accordingly.
2. Do think about introducing yourself like you would if you were meeting them for the first time face to face.
3. Do ask them questions like how they are and what it is like for them during the lockdown period.
4. Do share with them some of the interesting things you have done since the schools/colleges/universities have closed.
5. Don't share too much personal information, the letter is more conversational.
6. Do share your written work with your family to see if they find it friendly and the information is ok with them.

### Newsletter/Article Tips

If an article for the newsletter is more of your thing, then think of the following tips to help you get started:

1. Do think of the audience you wish to target and how the subject would work for them. The newsletter will go out to young people and adults in the community, and will contain articles from lots of different perspectives.
2. Do consider that your reader may not know about the topic you have chosen to write about and may need a little summarised background for the article to work.
3. Don't be inflammatory, the newsletter is meant to be a collection of experiences from young peoples perspectives during the Coronavirus period of time. If the project has a lot of interest we will consider extending it long term, but for now it is mainly about the self isolation experiences.

### Creative PDF Sheet Tips

If helping out with creating some games or some templates to inspire people to do something creative is more your thing then these tips may be of help:

1. Do work with your own ability, you don't need to be particularly artistic for this one. A sheet full of circles of different sizes for instance, could entertain a child for a while by filling them in with faces.
2. Do make sure your final drawing is clear, so when you scan it to send over to AYA you can see the lines well. Perhaps use a felt tip pen for your lines. Alternatively you could create your template on a computer.
3. Do include some basic instructions with your game or template so that anyone can understand and play along.

These points are to guide you through the process of volunteering remotely, if you have discovered something you feel would be helpful to others, please let us know and we can add the information to this document.

Best of luck

*The Aylesbury Youth Action Team*