

## European Year of Volunteering 2011 Tour Event – Call to Action

### *An exciting opportunity to be part of the European Year of Volunteering 2011*

This is a call to action for organisations working with volunteers across the UK to take part in the upcoming European Year of Volunteering 2011 tour event, coming to London from **28 October to 3 November 2011**.

#### **Why take part?**

- Be part of a one off unique event celebrating volunteering across the UK and Europe
- Raise awareness of your hard work with volunteers and share your good practice
- Learn from other organisations working with volunteers
- Develop new contacts in the sector
- Potential to attract new volunteers

#### **What will be provided?**

- Free use of a central London venue
- Necessary travel costs for staff and volunteers actively engaged in the event
- A great meeting space with all necessary AV equipment
- A market place with stands for organisations to promote their work

Hundreds of organisations across Europe have been involved with the tour in other cities. We hope that your organisation will be able to be part of making the London stage a huge success.

Please read on for further information on the offer and how to get involved.



## Background

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As part of EYV11 the European Commission is organising a 7 day event in the capital city of each member state, in collaboration with the national coordinating bodies for each country. In the UK this event will take place in **London from 28 Oct – 3 Nov**. More information on the Year can be found on the campaign website <http://europa.eu/volunteering>.

## The aims of the event

The purpose of this event is to enable organisations working with volunteers or to support volunteering to:

- Raise awareness of the breadth and depth of volunteering in the UK and the European Year of Volunteering
- Share and celebrate success amongst the public and organisations working with volunteers
- Provide net-working opportunities for volunteer-involving organisations to enable sharing of good practice, formation of partnerships and generation of new ideas in relation to engaging and supporting volunteers
- Generate interest in volunteering from the public

## The audience

- Organisations working with volunteers
- Organisations that support volunteering
- Employers and staff from all sectors, both already involved in volunteering or interested in engaging with their communities through volunteering
- Members of the public interested in finding out about volunteering

## Generating interest

The Cabinet Office will be using a range of mechanisms to generate interest and footfall; these include a central location with good footfall, web content, distribution of flyers and posters and use of social media such as facebook. Communications will also be directed to:

- The media through press releases
- The voluntary sector through an extensive network of stakeholders
- Government departments and local government to generate interest from staff
- Local employers to interest their staff
- Local colleges and schools



## What will the event look like?

The event will take place in a central London location and will include the following zones:

- A 'market place' for:
  - organisations working with volunteers or in support of volunteering to promote their work to other organisations and the public; and,
  - the public and other organisations to meet inspirational volunteers.
- A meeting area where organisations can hold small conferences, speaking events, debates or workshops on relevant topics.
- A EU area (provided by the European Commission).

In London the 'market place' will be available to all organisations working with, or to support, volunteers to use throughout the week. The meeting area has been assigned themes on specific days during the week:

| Date          | Meeting area theme  |
|---------------|---|
| <b>28 Oct</b> | Launch event – Celebrating Volunteering   |
| <b>29 Oct</b> | Sport   |
| <b>30 Oct</b> | The Environment   |
| <b>31 Oct</b> | Children and Young People   |
| <b>1 Nov</b>  | Culture and the Arts  |
| <b>2 Nov</b>  | Health and Social Care  |
| <b>3 Nov</b>  | Opening the Door to Volunteering<br>Employer Supported Volunteering and<br>Volunteer Management |

## Getting Involved

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We are inviting organisations working with volunteers to contribute in one or more of the following ways:

1. To use a stand in the 'market place' to promote your work for a full day (11am-5.00pm).
2. We can also offer a limited number of stands for half a day:
  - a. During the morning (11am-1.45pm).
  - b. During the afternoon (2.15pm-5.00pm).
3. To use the meeting space to deliver either:



- a workshop, conference or speaking event on a topic relevant to the theme from 1 hour to a full day (max 6 hours 11am-5.00pm).
- To deliver a practical activity or demonstration of volunteering or entertainment for either a half or a full day in the meeting space.

All organisations using stands in the 'market place' are asked to bring at least one volunteer that they work with. Organisations using a stand for a full day can bring up to a maximum of 4 volunteers, and organisations using a stand for a half day are asked to bring a maximum of 2 volunteers.

Requests to take part for more than one day will be considered. If your organisation would be interested in taking part for longer please highlight this when responding.

### What will be provided?

- In the market place:
  - For each organisation a small table with chairs, a display wall (approximately x2 sq meters) and a brochure holder
  - A general area with comfortable seating and coffee tables for meeting volunteers and informal break out discussions
- In the conference area – 60 conference chairs in theatre style, stage, lighting, microphones and audio visual equipment.
- Reimbursement of reasonable travel costs (see Annex B for further information).

Where organisations wish to provide refreshments for their activity they will need meet the costs of these. Refreshments will need to be ordered through the venue and requests will be coordinated by the events organiser.

### How to apply

In anticipation of significant interest we are asking organisations to complete the short form provided at Annex A and submit it to [eyv2011@cabinet-office.gsi.gov.uk](mailto:eyv2011@cabinet-office.gsi.gov.uk) by 5pm on **9 September**. Forms received after this time may not be considered. Those invited to take part will be informed by 27 September at the latest.

### Other ways in which you can support the event



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We would also like to hear from you if you feel you could contribute to the event in other ways, such as promoting it through your networks and contacts, or providing resources that could be used during the week e.g. short films or promotional material.

**Further information**

If you have queries please email [eyv2011@cabinet-office.gsi.gov.uk](mailto:eyv2011@cabinet-office.gsi.gov.uk).

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European Year of Volunteering 2011

## Annex A

## European Year of Volunteering - London Tour Event

|                           |  |
|---------------------------|--|
| <b>Organisation name:</b> |  |
| <b>Contact name:</b>      |  |
| <b>Email address:</b>     |  |
| <b>Telephone:</b>         |  |
| <b>Address:</b>           |  |

**Short description (max 100 words) of your organisation's work including how you involve volunteers:**

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**Which day are you interested in contributing on:**

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**What is your organisation interesting in contributing (tick all of those below that apply):**

1. To staff a stand for a full day (11am-5pm).

2. To staff a stand for a full day:

• During the morning (11am-1.45pm).

• During the afternoon (2.15pm-5.00pm).

3. To use the meeting space to deliver either:

• a workshop, conference or speaking event on a topic relevant to the theme from 1 hour to a full day (max 6 hours 11am-5.00pm).

• To deliver a practical activity or demonstration of volunteering or entertainment for either a half or a full day in the meeting space.

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**If you are interested in option A how many volunteers will you bring to support you?:**

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**If you are interested in option C please provide a short description (max 150 words) of what you will deliver including why it is relevant to the theme of the day. Please also indicate the proposed timing for your session:**

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**Please give an indication of likely travel expenses required, including the number of people and estimated cost per person (see information on travel claims at Annex B):**

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**Any further comments:**

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When complete email this form to [eyv2011@cabinet-office.gsi.gov.uk](mailto:eyv2011@cabinet-office.gsi.gov.uk)



## Annex B – Travel Claims

Travel claims will usually only be reimbursed to organisations rather than to individuals. Therefore participating organisations should meet the costs of travel for those attending on their behalf and will be reimbursed following the event.

Claims will be reimbursed for a maximum of:

- 2 people from each organisation staffing a stand in the 'market place' for either a full or half day, plus:
  - 2 volunteers from each organisation present for half day;
  - 4 volunteers from each organisation present for a full day.
- 3 people from each organisation delivering an activity, entertainment, meeting or debate.

Reasonable travel would be:

- a standard class rail journey booked in advance
- a car journey where this represents value for money (e.g. sharing travel with colleagues).

Air travel will not be reimbursed except where same day rail travel is not possible (e.g. those travelling from Northern Ireland) or where it can be demonstrated that the flight is cheaper than a day return by train booked in advance.

Overnight accommodation will not be considered except where it can be demonstrated that it is cheaper than a day return booked in advance, or where same day travel is not possible.

Taxi hire will not be reimbursed except where it can be demonstrated that it is essential (e.g. those with mobility issues).

**In all cases where flights, taxis or overnight accommodation could be appropriate these claims must be agreed with the events organisers ahead of booking.**

Further details on travel claims, relevant limits and how to raise queries will be provided when invitations are issued.

