



# **Organization Onboarding Manual**

2025-26

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# CESL's Student Volunteer Centre

## CESL's Mission

The University of Regina's Centre for Experiential and Service Learning (CESL) will facilitate the development of career-ready global citizens. By using a holistic approach, students will have the opportunity to gain relevant experiences for their intended career path. Through sustainable and reciprocal partnerships, both students and the community will be enriched by the programming offered at the CESL. The programming will only further compliment students' academic career.



## Student Volunteer Centre's Goal

The goal of the Student-Run Volunteer Centre is to provide students with the support to take the first step into community engagement and active citizenship. We also want to help local organizations tap into the University community for volunteers and additional supports. Long term, we want to help students create strong connections in their community and build on a practice of active citizenship through community engagement. Building a community of like-minded citizens within the student population.



# How the Centre Works

NOTE: steps 4-6 may interchange dependent on the nature of the volunteer opportunity.





# Other ways to get Involved

The Volunteer Centre wants to build meaningful partnerships with community organizations beyond requesting volunteers. Here is how to get involved:



## Fall Volunteer Fair

Participate in our annual Fall Volunteer Fair, a prime opportunity to engage with students eager to make a difference in their communities. Showcase your organization's mission, projects, and volunteer roles to a diverse audience of students actively seeking meaningful volunteer opportunities.

## Engagement Form

Utilize tabling and room space on campus to engage with students. Set up a booth at the Riddell Centre hallway or an info session to introduce your organization, discuss volunteer roles, and connect with enthusiastic students eager to get involved.

[Click here](#) to get started



## Event Opportunities

Join us at the Volunteer Centre events where you can engage, network, and present your ideas.

Whether you're interested in hosting events, collaborating on initiatives, or simply attending to connect with others, there are plenty of opportunities to get involved. We will reach out when we have events so you can get involved.

# Criteria for Volunteer Opportunities

## Duration

Opportunities can range from single to multi-day durations, with a fixed start and end date

## Touch Points

Organizations are not required to complete checks or forms. Though the Volunteer Centre will be in touch for feedback.

## Skill Building

Requires some form of skill-building for career readiness

## CESL Support

CESL is here to provide support, so you can reach out to us any time.

## Experience Verification

Students are encouraged to articulate skills and submit reflections from the volunteer experiences. We may reach out to verify the experience.

# Requesting Volunteers

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## **Submitting a volunteer request**

**Step One :**     **Click on the below link, our volunteer request form.**

<https://urpath.uregina.ca/form.aspx?id=228941>

**Step Two :**     **Complete the Sign Up form.**

The form has 4 pages, which include:

1. Organization Information
2. Volunteer Opportunity Details
3. Placement Contact Person(s)
4. Identified Risks and the Waiver Agreement

Ensure you fill out all required information, including the Health and Safety waiver, and then click “Submit”.

**Step Three :**     **Account Confirmation**

We manually approve these requests to protect our students from potential scams. You can expect approval and will hear from us within 48 business hours of submission. Once the volunteer request is approved, we'll send you an email confirming it's up and running.

**Step Four :**     **Contact Us !**

If you have any questions or are unsure about anything. Feel free to reach by emailing us at [volunteer@uregina.ca](mailto:volunteer@uregina.ca) . We would be happy to help.

# Expectations for Volunteer Centre Partners

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**Any organization posting volunteer positions are required to do the following:**

- Accommodate accessibility requests.
- Provide comprehensive training and necessary resources for volunteers to fulfill their roles effectively.
- Implement risk mitigation and safety training protocols.
- If there is any risk involved, provide a plan detailing how you intend to mitigate that risk.
- Clearly outline the position details, duration, and potential risks involved.
- Promptly inform CESL of any issues that arise before, during, or after placements/opportunities.

## Frequently Asked Questions

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**Can my Organization post more than one volunteer opportunity at the same time?**

Yes! As long as they are separate opportunities, you can post as many opportunities as you would like.

If you are unsure how you want to go about posting your various opportunities, you can reach out for a meeting with the Student Run Volunteer Centre. We can help you to identify what your needs are and how we can make them appealing to the students.



## **If the relationship between our Organization and the Volunteer “falls apart” during the placement, what is our responsibility?**

Reach out to the Volunteer Centre and let us know about the situation so we can address any issues or concerns with the student volunteer. The Student Run Volunteer Centre is here to provide support for the students, but we are also available to address the concerns of the organization.

## **When a volunteer opportunity is posted, how are student volunteers collected?**

Students will be directed to first sign up through a Volunteer Centre form. This is for our tracking, follow up, and student support purposes.

The Volunteer Centre can collect information on behalf of your Organization if you do not have your own form to collect volunteers. We will send you the list of applicants and any collected information to you on a weekly basis. If you have your own form, the link to that form will be provided to the students once they have indicated their interest in volunteering so that they can sign up directly with you.

## **Can Volunteers continue to work with our Organization after the original opportunity has ended?**

Volunteers are more than welcome to continue volunteering with you after the opportunity has ended – this is one of our Centre’s goals!

## **Is there any cost associated with using any of the services of the Volunteer Centre?**

No, there is no cost associated with any of the services that we offer.



### **CONTACT US**

Centre for Experiential and Service Learning (CESL)  
Riddell Centre, Room 163  
University of Regina  
Treaty 4  
Regina, SK  
Phone: 306-585-4600