# [COMPANY NAME] Skills-Based Volunteering Scheme: [COMPANY NAME] contributes to a sustainable future by harnessing employee skills

[COMPANY NAME] wants to contribute to [INSERT PROGRAMME GOAL, for example: sustainable future, greener planet, equality] and offers a structured programme for all employees to contribute to the wider wellbeing of our society.

We invite you all to participate in this programme with your [xx] annual paid volunteering days!!

There are two main ways you can get involved:

**1.** **Self-volunteering through whatimpact.com**

 Individual volunteering opportunities can be found in the ‘HOW TO HELP’ section of a charity’s profile. You can search by type of charity and/or type of skill to find an opportunity that’s a good fit for you.

**In order to self-volunteer, you contact the charity independently using the details in the charity’s profile on whatimpact.com. You can then arrange the schedule and details of the volunteering commitment with the charity.**

You may also wish to volunteer with an organization not on whatimpact.com. In this case, please arrange this independently with the charity or social enterprise according to the guidelines and record your hours here in the Volunteering Hub.

**Please log your hours, feedback and any photos on the Volunteering Hub ‘Record your hours’ tab.**

**2.** **Volunteer Opportunities Organised by COMPANY**

[COMPANY NAME] has a public profile and money, product, service and volunteering offers on ***whatimpact***, giving equal opportunity for all charities and social enterprises in the UK to apply. Please click here to view [Link to Profile].

If you would like to take part in a volunteering opportunity organised by COMPANY, please view the ‘Suggested Charities/Social Enterprises’ tab.

If you are interested in these opportunities, please use the contact details for each opportunity to sign up.

**Please log your hours, feedback and any photos on the Volunteering Hub ‘Record your hours’ tab.**

**Logging your hours to track impact**

In order for [COMPANY NAME] to track the impact you have made through your contributions, it is really important that you log your hours here on the volunteering hub. We warmly welcome you to add detailed feedback and photos to share your experience volunteering. Please ensure you do this for every opportunity you volunteer your time and skills to.

Please feel free to explore the resources tab to learn more and get inspired!