

Global change starts locally.





DigitalBridge – delivering digital support and AI knowledge into the charity network

> Volunteering session guidance for volunteers



Tips for signing up

- When registering interest in a volunteer opportunity, provide as much **range on your ability** as possible
- After registering your interest, you may need a wait a few days / weeks for the good cause to create an event
- When the event is ready, remember to sign up using your company's volunteer code – so the event becomes attached to your company
- Sessions are designed to be done remotely between yourself and the charity lead or small group of charity staff
- Aim for around 1 1.5 hour session (or more depending on needs)

THE OLD SCHOOLHOUSE	ABINGTON COMMUNITY DEVELOPMENT GROUP
	Help at a childrens game group on a saturday 1 time a month.
	🕒 Unlimited spaces left 🛛 🚔 No date set 🛛 🙅 In-person
	Biggar, UK
	Learn more about this cause Register interest
I∕ ∎∕	ABINGTON COMMUNITY DEVELOPMENT GROUP
	How to use artificial intelligence tools like ChatGPT to cre content and develop strategies.
THE OLD SCHOOLHOUSE	● 1 space left 🛛 🚔 No date set 🛛 🗖 Remote
	Learn more about this cause Register interest

Before the day

- Make sure you fully understand the charity need, to ensure you're prepared – contact the charity lead to liaise
- If you're delivering AI basics training, familiarise yourself with the training materials from Microsoft – so you're prepared and confident to deliver them
- If you're supporting the charity with other digital skills, liaise with the charity lead to **discuss the support** you'll be giving
- Check the timings of the event so you can be confident that sufficient time has been allowed – follow up sessions can be arranged
- Prepare an **outline agenda** which can be shared in advance (example on final slide)



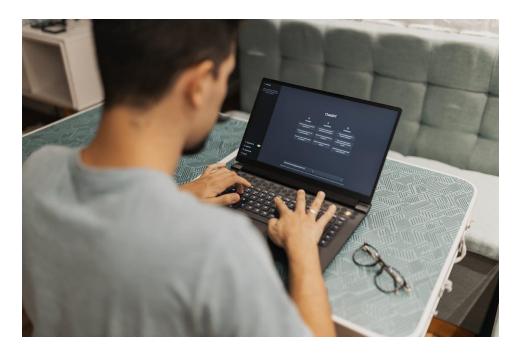
During your volunteer session

- Run through the agenda for the session check that everyone on the call is happy
- Introduce yourself, explain what you do in your current role and what interested you in this particular volunteer opportunity
- Ask the **charity to introduce themselves**, what the organisation does and their AI and digital skills level
- Guide the charity lead/staff through the selected content provided – or work through the tasks as agreed
- Provide the guidance on accessing the Microsoft suite for nonprofits



Example agenda

- Agenda run through
- 'Getting to know you' volunteer introduction (2 mins)
- 'Getting to know you' charity introductions
 (2 mins)
- Intro to Gen Al Basic Level (30 mins)
- Intro to Prompt Engineering (30 mins)
- Leave-behinds (any other training resources that may be useful)
- Questions





Thank you.

Best of luck with your volunteering event!

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