



neighbourly

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)

Volunteering opportunities



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 →](#)



THE OLD SCHOOLHOUSE

ABINGTON COMMUNITY DEVELOPMENT GROUP

How to use artificial intelligence tools like ChatGPT to create content and develop strategies.

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 AI 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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