

SCHOOL BREAKFAST CLUBS PROGRAM

BREAKFAST CLUB

VOLUNTEER INFORMATION SHEET



Volunteers from outside the school are a great asset to Breakfast Club. They can bring different skills and experiences, while connecting students to the wider community and supporting the operations of Breakfast Club.

A process for recruiting and managing volunteers will ensure that you get the right people, and will increase the likelihood of them volunteering for a longer period of time.

This resource has been developed to assist schools with recruiting and managing volunteers. Additional resources can also be found on the [Foodbank School Breakfast Clubs Program website](#).

“Bendigo Banks point of difference is about community, getting involved with community and giving back to community. This is why our team have become involved with the school to provide breakfast to students in the morning”

ROSEMARY GILLETT – BENDIGO BANK VOLUNTEER

“Tuesdays are the days I have off, so volunteering at Breakfast Club was a good way for me to give back to the school”

KATHERINE BOOTH – PARENT VOLUNTEER



Department
of Education



VOLUNTEER INFORMATION SHEET

Types of volunteers

Teachers or Education Support Staff

Staff can be a valuable resource to assist with Breakfast Club.

School Wellbeing Staff

This can range from the school chaplain, school nurse, social worker, and other wellbeing staff members.

Students

Breakfast Club can provide opportunities for students to take on leadership roles. Students to consider include student leaders, VCAL students, health and wellbeing student leaders, junior student leaders and SRC members. Sometimes the students who don't stand out as leaders in typical school roles can thrive as Breakfast Club helpers.

Parents/ Guardians or Grandparents

These volunteers can be valuable, as they are more likely to be long term volunteers with a vested interest in the school.

Local Community Members

It is worth contacting your local volunteer resource centre that can help you recruit individuals from the community. Please [click here](#) to see your closest one.

Local Community Groups

This could include local [Rotary](#), [Lions](#), [Probus](#) and [VIEW](#) clubs, church and youth groups, local banks and universities in your area.

Local Emergency Service Members

This can range from your local Police Officers, Police Youth Resource Officer, CFA, MFA and/or Ambulance. This can be mutually beneficial, as these services look for avenues to engage with young members of their community.

“Kurunjang Primary School’s Breakfast Club Program is more than a program that provides breakfast, in fact the provision of breakfast has been just one component of the program with student leadership development, improved connectedness, development of life and social skills, and increased confidence”

KATHLEEN MCINNES – PRIMARY WELFARE OFFICER

“We’re all paid to do a job, but volunteering broadens your mind and gives you a different outlook”

MARK KENNEDY – POLICE OFFICER VOLUNTEER



VOLUNTEER INFORMATION SHEET

Volunteer Process Flow and Checklist

Recruitment

- Develop a Breakfast Club Volunteer Position Description. Please visit the Foodbank School Breakfast Clubs webpage for an [existing template](#)
- Develop a Volunteer Recruitment Flyer. Please visit the Foodbank School Breakfast Clubs webpage for an [existing template](#)
- Advertise the position in various locations. This could include:
 - School newsletter. [See existing template here](#)
 - School Facebook page or other local Facebook pages. See existing [Square Facebook tiles](#) and [landscape tiles here](#)
 - Local newspaper, community job board, local radio or online volunteer sites like Go Volunteer
 - Your local volunteer resource centre will be happy to assist!
- Screen Volunteers
 - Interviews
 - Working With Children Check (WWCC)

Management

- Provide volunteer induction
- Roster on relevant volunteers
- Provide [Volunteer Sign in Sheet](#) and leave in a central location for volunteers to access
- Provide clear guidelines to volunteers, including tasks and expectations. Make these guidelines accessible to all volunteers
- Give volunteers opportunities to provide feedback and regularly check in with volunteers

Recognition

Thank the volunteer for their support, make sure they feel appreciated and let them know that their time is making a difference.

- Provide certificate in recognition of their contribution and support to Breakfast Club. You will be able to order appreciation certificates in Term 4.
- Volunteer badge



Department
of Education

