At Macquarie, community volunteering has been written into both the professional and academic staff enterprise agreements, encouraging continuing full time and part time staff members to access 2 days ‘personal leave – other’ (pro rata for part time staff) to undertake activities that provide a positive contribution to the community. By taking your Community Volunteering Leave, you will be an integral part of us achieving our community and social responsibility goals and objectives.

WHY SHOULD I GET INVOLVED WITH VOLUNTEERING?
Apart from being a socially responsible thing to do, volunteering brings with it numerous benefits for you and the community. Volunteering is a fantastic way for you to get involved with a local non-profit association that relies on donations and the generous support of others in order to continue to assist communities in some way.

BENEFITS FOR YOU
• Skills gain, including communication and people skills
• Increased social contact, awareness and interest
• Personal fulfilment and job satisfaction
• Enlarged sense of community and social obligation
• Heightened appreciation of the benefits of team work
• Affirmation of personal capability and worth
• Better team interaction through shared experience.

WHAT CAN I DO TO GET INVOLVED?
It’s simple! You can approach this from two ways:
1. Decide on a volunteer activity with your colleagues
2. Organise a day where you volunteer as an individual

HOW DOES IT WORK?
It’s simple! There are four steps to take:
1. Decide – Decide to undertake a volunteer day. You can do this individually or with other staff as part of a group. In either case, it is always useful to run the proposal by your manager before getting too far into the planning process. If you would like to volunteer as part of a group, ask your colleagues if there is a preference for what kind of work they would like to do (e.g. environment, aged care, animals, children, disadvantaged communities).
2. Partner up – Find a charity or organisation to volunteer with. Just be sure that the organisation you choose is a community-based non-profit organisation, charitable group or groups identified in need of assistance. Please note that some organisations will ask for a fee for corporate volunteering. As Macquarie is also a registered non-profit, legally we are unable to pay this fee. Most organisations are understanding, and may offer to waive the fee, or alternatively, you can assist in other ways through collection drives.
3. Apply – Ensure that you and your staff have completed a leave request through HR Online, stating ‘Personal leave – other’ as the leave code. Under the ‘Reason’ pull down menu, select ‘Volunteering’. For more detailed information check the Community Volunteering Guide.
4. Act – and enjoy! Go along to your volunteering day and enjoy the time you spend assisting the community. Remember to take photos to share your story. This Week, our staff news, is always looking for good news stories from our staff.

FIND OUT MORE
Macquarie University Sustainability
volunteering@mq.edu.au
mq.edu.au/volunteering

Staff volunteering with Dress for Success (L-R): Megan Etheridge (Founder & Chair, Dress For Success and former Macquarie University Director of Marketing), Helena Cantrall (FBE), Lara Hardy & Gai Ramesh (Centre for Open Education), and Claire Cantrall (Alumni).
The role of the corporate citizen is becoming more complex and accountable. Increasingly, organisations are being seen as an intrinsic contributor to community development. This is particularly true in the case of an educational institution such as Macquarie University, where much of our core business focuses on building community relationships. Volunteering is considered an integral component of building community relationships and Macquarie has recognised this through the introduction of Community Volunteering Leave.

**HOW DOES IT WORK?**
It’s simple! There are four steps to take:

1. **Decide**
2. **Partner Up**
3. **Apply**
4. **Act!**

Volunteering not only gives individuals additional, transferable skills whilst increasing workplace morale, it also increases Macquarie's standing in the community as a leader in social responsibility, providing much needed support and skilled labour to areas where assistance is always required.

**WHAT IS THIS ABOUT?**
Community volunteering has been written into both the professional and academic staff enterprise agreements, encouraging continuing full time and part time staff members to access 2 days ‘personal leave – other’ (pro rata) to undertake activities that provide a positive contribution to the community.

**WHAT IS MY ROLE AS A MANAGER?**
Your role is simple! You can approach this from three ways:

1. Organise a volunteer day for your team OR
2. Ask someone in your team to organise a team day
3. Support a staff member or members who approach you to utilise volunteer leave

Volunteering is supported from the highest levels at the University. By taking Community Volunteering Leave, you and your team will be an integral part of us achieving our community and social responsibility goals and objectives.

**WHY SHOULD I SUPPORT VOLUNTEERING?**
To date, volunteering leave has not been well utilised. We have an aim to improve our volunteering capacity and we need the support of managers and supervisors to do this. Volunteering brings with it numerous benefits from both an employer and employee perspective:

**EMPLOYER BENEFITS**
- Positive effect on productivity
- Skill and ability increase for staff
- Personal and professional growth
- Improved morale and motivation
- Lower staff turnover
- Attracts and maintains good employees
- Greater employee fulfilment
- Creation of a culture of caring and community service
- Improved relationships with community groups, as well as greater networking opportunities and links

**EMPLOYEE BENEFITS**
- Skills gain, including communication and people skills
- Increased social contact, awareness and interest
- Personal fulfilment and job satisfaction
- Enlarged sense of community and social obligation
- Heightened appreciation of the benefits of team work
- Affirmation of personal capability and worth
- Better team interaction through shared experience

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