**UCSA Help Volunteer Application Form**

**Help Volunteer Programme Information**

The UCSA Help Volunteers are the first point of contact for student who meet with the Advocacy and Welfare team. The programme is intended to:

* Provide senior students in Law and Psychology with practical experience in client interviewing and advising.
* Provide a friendly and approachable person for UC students with concerns or difficult circumstances to talk to at the UCSA.
* Assist the Advocacy and Welfare team to manage their caseload by conducting initial interviews and providing basic advice to students experiencing advocacy and welfare related challenges.

To be eligible to apply to be a UCSA Help Volunteer, students must be:

* Senior Law or Psychology students at UC, in their third year or higher in 2026.
* Of good standing in both character and academic ability.
* Able to dedicate at least two hours per week during term time to being a UCSA Help Volunteer.
* Able to commit to at least one academic year as UCSA Help Volunteer

**Application Process**

Please complete the form on the following page, and send the following documents along with the completed application form to help@ucsa.org.nz.

**Cover Letter**

Please enclose a cover letter with this application form that provides details of:

* Any relevant experience you have (e.g. work experience, volunteer experience, being a Class Rep, etc.).
* What skills and attributes that you have that you believe would be beneficial to the Help Volunteer Role.
* Why you would like to be a Help Volunteer, and what you hope to get out of the programme.

**Current CV and Full Internal Transcript**

Please provide an up-to-date CV/resume, as well as a copy of your full internal UC transcript. You can find your internal transcript through the “Results and Transcripts” section of your MyUC account.

**Letter of Reference**

Please also arrange for a referee to send a letter of reference explaining why they would recommend you for the Help Volunteer role. The referee should be someone who has known you for at least a year, is based in New Zealand, and is not a family member, close personal friend, or member of UC or UCSA staff.

Please provide the name and contact information for your referee in this application form, and then have your referee send their letter of reference directly to the Advocacy and Welfare team at help@ucsa.org.nz.

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| **Personal and Study Details** |
| Full Name: |  | Student ID No.: |  |
| UC Email: |  | Phone No.: |  |
| Degree and Subject(s): |  |
| Year of Study in 2025: |  | Intended Completion Date: |  |
| **Availability** |
| *UCSA Help Volunteers are each rostered for a single two-hour time slot each week, during term time only. Volunteers are welcome to attend their time slot during mid-term and mid-semester breaks, but are not required to do so. Time slots can change between Semesters where Volunteer availability changes. Please indicate all time slots you will be available for in Semester One 2026, to the best of your current knowledge.* |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 10:00am – 12:00pm |  |  |  |  |  |
| 12:00pm – 2:00pm |  |  |  |  |  |
| 2:00pm – 4:00pm |  |  |  |  |  |
| **Referee Information** |
| *Please provide details of your intended referee; please note, referees should send their letter of reference directly to the UCSA Advocacy & Welfare Team at* *help@ucsa.org.nz* |
| Name: |  |
| Email address: |  | Phone No.: |  |
| Relationship to you: |  |
| **Disclosure** |
| Have you been subjected to any disciplinary action at UC? |  |
| Have you been convicted of any criminal offences? |  |
| Have you received any Academic Progress Warnings? |  |
| Are there any conflicts of interest that the UCSA should be aware of, or any other reason that the UCSA should not consider you for this position? Please provide details below: |
|  |
| **Declaration** |
| I declare and certify that all information provided in this document is true and correct to the best of my knowledge. I have disclosed any and all information that may impact the UCSA’s decision to select me as a Help Volunteer. |
| Signed: |  | Date: |  |