

I Can Be virtual volunteering – Clip Guide



Dear Volunteer,

Thank you so much for agreeing to send us a clip about your job!

Please watch our demo clip, to give you an example of what we're aiming for:
https://youtu.be/Qb8H_94erg

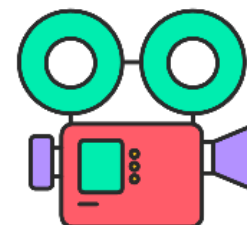
When you record your own clip, please follow the lines below:

1. **WAVE!**
2. **Hello, my name is...** [First name]
3. **I work for...** [Company/organisation name]
4. [Organisation/company name] **does...** [explain in one or two simple sentences]
5. **My job title is...**
6. **This means that I...** [Describe the purpose of your job]
7. **On a normal working day...** [a) Where you work b) one or two things you spend a lot of your working days doing]
8. **Something I love about my job is...**
9. **At the moment I am working from home and...** [Fun observation about homeworking (e.g. I can work in my PJs/in my living room/garden shed) or introduce a current new 'co-worker' e.g. pet/child]
10. **It's been great to meet you!** [Or similar] **Goodbye!**
11. **WAVE!**

Tips

We won't be able to edit your clip, so if possible, please:

- read out your answers without looking at the questions very obviously
- speak very clearly, using very simple language
- leave small pauses between each answer, for clarity
- hold up any props/pictures to help the children understand what you're telling them about.





Recording your clip

You can record your clip on a smartphone or videoconference app (e.g. Zoom). Please record your clip in **landscape**.

Sending us your clip

Please send us your clip using WeTransfer:

1. On your smartphone or computer go to: <https://wetransfer.com/>
2. Click 'Add your files' and navigate to where you've saved your clip.
3. Enter the I Can Be email address: info@icanbe.org.uk
4. Add your email address.
5. Click 'Transfer'.
6. You'll receive two confirmation emails from WeTransfer:
 - i. when your video has been sent
 - ii. when the I Can Be team download your video.

 Add your files <small>Or select a folder</small>
Email to
Your email
Message
 Transfer

Thank you again – the girls will love getting the opportunity to meet you!