



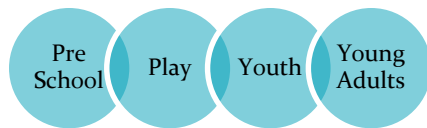
# Internship report

DISABILITY CHALLENGERS GUILDFORD

Alexandra Fries | Internship | October 16, 2015

## Internship from 26/09/2015 to 18/10/2015 at Disability Challengers in Guildford

Disability Challengers is a children`s charity, dedicated to challenging play and leisure opportunities for disabled children and young people. There are four various schemes:



I had lots of luck to spend my internship in this company. The workforce was very friendly and helpful to me. The team has a sense of energy and spirit that makes every day real fun. On my first day I was very warmly welcomed of my contact person and she introduced me to the other team members.

I spend three weeks in the office and had to do a lot of different things, not very difficult but still not boring. My first and biggest task was to complete an Excel list with possible contacts of High Schools, Colleges and University`s which responsible for recruiting new students for volunteering or working for the company. Then I had to put these contacts into the computer database, so the team members would have the access wherever they want to.

Safeguarding is a really big responsibility for the team, because it`s very important to know how the schemes run and everything goes like it does. So they have some checklists, for example “Medication” or “Transport” and notice there if something went wrong or really well and rate the points. This includes my next task. My job was to create an Audit Excel list where I put this Information in. Another little task they gave me to do was to send emails to the potential volunteers and workers to invite them for a new recruitment event. My last task contains the evaluation of surveys from parents of the kids and young adults. That means, I checked the surveys on the E-Site and transferred it in an Excel list and put some graphs into it, so they have the chance to compare the results of different years.

The Company had one open office and it was very loud because everybody was telephoning. And if they weren`t telephoning, they were talking to each other. It was very nice and after a few days they also talked to me and I had good opportunities to listen and to speak English. I think it is very nice that on every Wednesday somebody brings home baking for everyone and they have to rate them. They had this idea, because everybody loves the TV-Show “The Great British Bake Off”. So it is a friendly competition and on Wednesday are the most staff in the office. The atmosphere in the office was very pleasant and relaxed and not as strict as here in Germany. The internship was really interesting and a complete success.