

Saltire Awards Certificate and Case Study Form

Please note: This form is used to request a Saltire Awards certificate for one or more volunteers at an organisation. Please provide us with a short case study (1-3 sentences) of your volunteer's role(s). If preferred, this can also be filled in by the volunteers themselves.

Please note: We no longer require volunteer signatures for this form. Please inform your volunteer(s) that you are requesting a certificate for them.

Section 1 – Contact Details

Name of Organisation

Contact Name

Email Address

Phone Number

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Section 2 – Certificate Request and Case Study

All the following information will be used to produce the certificate. Please **double-check the spelling of names** before submitting this form. Please use a separate sheet of paper to add more information if required.

Please complete for all your organisation's volunteers who are claiming certificates:

Name of Volunteer:					Date of Birth:		
Certificates Requested (please highlight/circle)	10	25	50	100	200	500	
Case Study - Tell us about the role of the volunteer, how has the volunteer contributed to the organisation, any special achievements or personal development:							

Name of Volunteer:					Date of Birth:		
Certificates Requested (please highlight/circle)	10	25	50	100	200	500	
Case Study - Tell us about the role of the volunteer, how has the volunteer contributed to the organisation, any special achievements or personal development:							

Please turn over page

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Name of Volunteer:				Date of Birth:			
Certificates Requested (please highlight/circle)	10	25	50	100	200	500	
Case Study - Tell us about the role of the volunteer, how has the volunteer contributed to the organisation, any special achievements or personal development:							

Name of Volunteer:				Date of Birth:			
Certificates Requested (please highlight/circle)	10	25	50	100	200	500	
Case Study - Tell us about the role of the volunteer, how has the volunteer contributed to the organisation, any special achievements or personal development:							

I confirm that the volunteer(s) have agreed to have their information in this form shared.

I confirm that the volunteering to be certificated was done under the ethos of volunteering defined below:

Volunteering has three clear characteristics which must be present and respected in all cases: Volunteering is a free will activity. It must not be undertaken through coercion and under no circumstances can it be mandatory; It is not undertaken for financial gain. Out with reasonable expenses there must be no financial transaction to encourage someone to volunteer; It is a public and civil good undertaken for the benefit of the community, society at large or an individual other than the volunteer.

Voluntary Action Scotland, Volunteering Principles for Scotland, 2014

Signature on behalf of the organisation

Date

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Privacy Statement

This form asks for the volunteer supervisor to hand in information on behalf of their volunteer(s). As a supervisor, please make sure you have consent from your volunteer(s) to share this information.

Who are we? The name of the organisation asking to use this information is Voluntary Action Shetland. Voluntary Action Shetland is the TSI responsible for delivering the Saltire Awards in Shetland. We would like to use the volunteer's name within a case study about the volunteering they have done.

Why would we like to use this information? We will use the information to publish a case study about the undertaken volunteering – this will be used to encourage other young people to volunteer, to promote Saltire Awards and the benefits of volunteering to others. It may be published on your local TSI's website, in their newsletter or e-bulletin, used in local press releases or promoted via their social media activities. The main purpose, however, is to share this at a Saltire Awards Ceremony.

How to withdraw your consent: Volunteers or supervisors can withdraw the consent given in this form at any time. You can do this by contacting Voluntary Action Shetland by emailing vasvolunteering@shetland.org or phoning 01595 743911.

Please retain a copy of this form for your records.

PLEASE RETURN TO VAS VOLUNTEERING

EMAIL: VASVOLUNTEERING@SHETLAND.ORG

MAIL OR DROP OFF: MARKET HOUSE, 14 MARKET STREET, LERWICK, SHETLAND ZE1 0JP

Saltire Awards Certificate and Case Study Form – Notes for Completion

Case Study Examples: 1. Volunteer role 2. Volunteers' contribution to organisation 3. Special achievements and/or personal development 4. Permissions for case study	For example, do they work as part of a team or in a 1:1 situation? Give information on the type of voluntary work they undertake as well as commenting on client groups and/or service users. Highlight individual qualities or skills that make the volunteer a valuable and effective contributor to the organisation. Special achievement can be individual or as part of a group and an area of personal development or growth through volunteering. This form must be signed by a supervisor. The supervisor must have been given consent by their volunteer(s) to agree for the information being used as described.
Certificate Information:	At least one award should be circled or highlighted.
Organisation(s) or Project(s):	All organisations listed will be included on the certificate. Please state the organisation's name in FULL .
Validation:	The form must be signed and dated. This is the confirmation from the line manager that the volunteer qualifies for a certificate and that the volunteering claimed for meets the definition of volunteering recognised by Saltire Awards (see definition below).

Volunteering to be certificated was done under the ethos of volunteering:

Volunteering has three clear characteristics which must be present and respected in all cases: Volunteering is a free will activity. It must not be undertaken through coercion and under no circumstances can it be mandatory; It is not undertaken for financial gain. Out with reasonable expenses there must be no financial transaction to encourage someone to volunteer; It is a public and civil good undertaken for the benefit of the community, society at large or an individual other than the volunteer.

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