

Volunteer Timesheet

Please use this form to keep a record of all hours volunteered with your organisation. This should include time spent at training sessions, supervision, meetings, events and may include travel.

Volunteering Definition: In completing this form the hours recorded must be done so under the ethos of volunteering as 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*

Section 1 – Volunteer Details

Volunteer's Name:			
Volunteer Role:			
Organisation:			
Volunteer Supervisor:			
Start Date:		End Date (if applicable):	

Are you registered with Saltire Awards? ☐ Yes ☐ No

If 'No' please complete Form A (Volunteer Registration Form) and/or contact your local Third Sector Interface Voluntary Action Shetland (the local Saltire delivery office).

Section 2 – List of Hours Volunteered

Date	Number of Hours	Cumulative Total	Supervisor's Name

www.voluntaryactionshetland.com

Volunteer Timesheet Notes for Completion

Purpose of the form: This form is used to keep track of the number of hours volunteered by an individual and to enable the placement organisation to verify hours for certificates.

End Date	If a volunteer is continuing to volunteer with the organisation after the final hours submitted on this timesheet, please leave this date blank.
Hours	The Saltire Awards recognise all time committed to a volunteering opportunity. The following commitments contribute towards Saltire hours: • Time spent on actual volunteering activity. • Time spent on training courses undertaken as part of volunteer role. • Time spent in support and supervision sessions at placement. • Review meetings at placement organisation or Volunteer Centre. • Volunteer team meetings. • Travel to and from any of the above. • All events attended representing the placement organisation.

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[PLEASE RETURN TO VAS VOLUNTEERING](#)

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