Organisation Request – Saltire Awards Certificate and Case Study Form

**Section 1 – Contact Details**

Name of Organisation

Address

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| --- |
|  |
| Postcode |

Telephone number Email Address

|  |  |
| --- | --- |
|  |  |

Contact Name

|  |
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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** |
| **Cerificates requested** 10 25 50 100 200 500 summit challenge | |
| **Case study**  Role of volunteer, how has the volunteer contributed to the organisation, special achievements or personal development you would like to tell us about: | |

|  |  |
| --- | --- |
| **Name of volunteer** | **Date of Birth** |
| **Cerificates requested** 10 25 50 100 200 500 summit challenge | |
| **Case study**  Role of volunteer, how has the volunteer contributed to the organisation, special achievements or personal development you would like to tell us about: | |

|  |  |
| --- | --- |
| **Name of volunteer** | **Date of Birth** |
| **Cerificates requested** 10 25 50 100 200 500 summit challenge | |
| **Case study**  Role of volunteer, how has the volunteer contributed to the organisation, special achievements or personal development you would like to tell us about: | |

**Can you provide us with a photograph of the volunteer and/or your logo? Yes No** 🞏 🞏

**Before providing photographs please ensure permission has been given**

**Please complete the following permissions:**

|  |  |  |
| --- | --- | --- |
| 1. **Please ensure the volunteer has read the** **privacy statement** below. They must tick the consent box to agree to their information (including any photographs you provide of them) being used as described. | 🞏 | I consent |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of the volunteer | |  |  |
|  |  | Date |
|  |
| Signature of parent/guardian (if volunteer under 12 years of age) | |  |  |
|  |  | Date |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. **I confirm that the volunteer has agreed to the information on this form being shared.** Parental consent has been sought for volunteers under 12 years of age. | 🞏 | Please tick |  |

**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. Outwith 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 |
|  |

**Privacy statement**

This form asks for your consent to allow us to use your personal data for the reasons stated below. You should only complete it, select the consent ‘tick box’ and sign it if you want to give us your consent.

**Who are we?** The name of the organisation asking you for consent to use your information is Voluntary Action Shetland. Voluntary Action Shetland is the TSI responsible for delivering the Saltire Awards in Shetland.

**We would like to use** yourname within a case study about volunteering you have done. If there is a photograph of you volunteering we would also like to include this in the case study too.

**What will we do with your information?** We will use your information to recognise you for the volunteering you do by issuing personalised Saltire Awards certificates to you.

**Why would we like to use your information?** We will use your information to publish a case study about your 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 TSIs website, in their newsletter or ebulletin, used in local press releases or promoted via their social media activities.

**How to withdraw your consent:** You can withdraw the consent you give in this form at any time. You can do this by contacting Voluntary Action Shetland [vasvolunteering@shetland.org](mailto:vasvolunteering@shetland.org) on 01595 743911

Organisation Request – Saltire Awards Certificates and Case Study Form – Notes for Completion

**Completion of the form**:

The form should be completed by the volunteer’s line manage at the placement organisation. It should be forwarded to the local Saltire Awards delivery office (or TSI) who will issue the Saltire Award certificates. (Voluntary Action Shetland)

**Purpose of the form:** The form is used to order and personalise certificates and collect information on individual successes achieved through volunteering.

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| --- | --- | --- |
| |  | | --- | | **Contact details:** | | Please check that the organisation has completed all information. If there is more than one organisation this should be the address the certificate is to be returned to. |
| **Case Study examples:**   1. **Volunteer Role** 2. **Volunteers Contribution to Organisation** 3. **Special Achievements and / or personal development** 4. **Permissions for Case Study** | **Volunteer Role**  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.  **Volunteer’s Contribution to Organisation**  Highlights individual qualities or skills that make the volunteer a valuable and effective contributor to the organisation  **Special Achievements and / or personal development**  Special achievement can be individual or as part of a group and an area of personal development or growth through volunteering  **Permissions for Case Study**  This form must be signed by the volunteer. The volunteer must have read the privacy statement and ticked the consent box to agree to their information being used as described.  If the volunteer is 12 or under then the form must also be signed by their parent or legal guardian.  If it is not signed or the consent box is not ticked, the case study must not be used. |
| **Certificate Information:** | At least one award should be circled. In some instances, e.g. where retrospective hours are being recognised, more than one certificate may be requested. |
| **Volunteer’s Name:** | **DOUBLE**‐**CHECK** the spelling against the Saltire Awards Registration. If in doubt, contact the placement organisation for verification. |
| **Organisation(s) or Project(s):** | All organisations listed should 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 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. Outwith 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***

**Photographs**: Photographs should be properly identified/named and be in JPG format, then forwarded to Voluntary Action Shetland with this form.

**Please retain a copy of the form for your records**