

Form D. Organisation Request – Saltire Awards Certificates

Section 1 – Contact Details

Name of Organisation

Address

postcode

Telephone number

Email Address

Contact Name

Section 2 – Certificate Information

Please select which certificate you are requesting:

- Challenge
 Approach 10 hours
 Approach 25 hours
 Ascent 50 hours
 Ascent 100 hours
 Ascent 200 hours
 Ascent 500 hours

ALL THE FOLLOWING INFORMATION WILL BE USED TO PRODUCE THE CERTIFICATE. PLEASE DOUBLE-CHECK SPELLING OF NAMES BEFORE FORWARDING THE FORM

Volunteers Name

Full Organisation(s) Name or Project(s) Name

If the volunteer is with more than one organisation please list all

Date Started Volunteering

Date Completed Hours

Section 3 – Validation

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*

I confirm that the above volunteer has completed the required number of hours to obtain their 10/25/50/100/250/500* hour certificate (**delete as appropriate*)

Signed

Date

Section 4 – Case Studies

Do you or this volunteer have a story to share? Please tick the appropriate box

Yes the volunteer is interested

Yes the organisation is interested

For Official Use: TSI to complete

I have confirmed the volunteer hours on this form

Name

Date

Certificate Request - Notes for Completion

Completion of the form:

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

Purpose of the form: The form is used to order and personalise certificates

TSI Guidelines: Certificates should be printed and issued within one calendar month of receipt of a Certificate Request Form

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.
Certificate Information:	At least one box should be ticked. 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 .
Date Started Volunteering:	This is the date the volunteer first started volunteering for a Saltire Award which may not be the same as the date they started with the contact organisation. Where retrospective hours are being taken into consideration the start date will be the date agreed with the placement organisation when registering the volunteer.
Date Completed Hours:	This date must be inserted and not taken as the date the form was filled out.
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).
Case Studies:	The TSI will provide more information and a Case Studies Form if this box has been ticked.
TSI to complete	Must be completed before this form is used as evidence to issue certificate(s)

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