

# Form E. Organisation Request – Multiple Certificates

## Contact details

Name of organisation

Contact Name

Telephone number

Address

Postcode

E-mail address

All the following information will be used to produce the certificate. Please **double-check the spelling of names** before submitting this form.

First name	Surname	Date of birth	Postcode	Date started volunteering	Date completed hours	Award requested	Verified by	TSI name (Saltire Office)	Main Contact

*continued overleaf*

### Validation

I confirm that the volunteering to be certificated was done under the ethos of volunteering (*definition provided*)

I confirm that I have communicated **Saltire Awards Privacy information** (as below) to these volunteers and I have their consent (and that of their parents or guardian if 16 or under) to pass their details to my local TSI for the purposes of Saltire Awards

I confirm that the above volunteers have completed the required number of hours to obtain their certificates.

<i>Signed on behalf of the organisation</i>	<i>Date</i>

Do these volunteers have a story to tell - do you? Please tick the appropriate box if you would like to share your story.

- Yes, the volunteer is interested*  
 *Yes, the organisation is interested*

### Volunteering definition

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*

### Official Use: TSI to complete

- I have confirmed the volunteer hours on this form  
 Validation required signature confirmed

Name	
Date	

### Privacy statement

We ask for your consent to allow us to use your personal data for the reasons stated below. You should only give this 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 Scotland. Voluntary Action Scotland is responsible for looking after the Saltire Awards.

**We would like to use the following information about you:** Name, date of birth and postcode

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

**What will we do with your information?** The information in this form will be shared with your local Third Sector Interface (TSI). This organisation is responsible for Saltire Awards in your local area and will send you certificates. You can find a list of all TSIs here <https://www.vasotland.org/find-your-tsi>. Your data will not be shared with third parties, except where you give us permission to do so.

**How to withdraw your consent:** You can withdraw the consent you give at any time. You can do this by contacting the organisation who is helping you to claim Saltire Awards or by contacting Voluntary Action Scotland [info@vasotland.org](mailto:info@vasotland.org) or on 0141 353 7318.