

Form B. 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. 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*

Section 1 – Volunteer Details

Volunteer’s Name: Volunteer Role:
Organisation: Volunteer Supervisor:
Start Date: End date:

Working towards: Challenge Approach Ascent

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 (the local Saltire delivery office).

Section 2 – List of Hours Volunteered

Date	Number of hours	Cumulative total	Supervisor’s name

continued overleaf

FORM B. VOLUNTEER TIMESHEET continued

Date	Number of hours	Cumulative total	Supervisor's name

For Official Use: TSI to complete

I have confirmed the volunteer hours on this form

Name

Date

Volunteer Timesheet Notes for Completion

Purpose of the form: The 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.

Third Sector Interface Guidelines: A placement organisation can choose to use this form or use their own timekeeping system that is already in place.

Start Date:	This should correspond to the start date on the Saltire Awards Registration Form.
Hours:	<p>The Saltire Awards recognise all time committed to a volunteering opportunity.</p> <p>The following commitments contribute towards Saltire hours:</p> <ul style="list-style-type: none"> • 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 where it exceeds 30 minutes. • All events attended representing the placement organisation.
TSI to complete:	Must be completed before this form is used as evidence to issue certificate(s)

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Voluntary Action Scotland, Volunteering Principles for Scotland, 2014