

# Form A. Volunteer Registration Form

## Section 1 – Volunteer Contact Details

Forename

Surname

Date of birth

Address

postcode

Phone number

Email Address

## Section 3 – Volunteering details (optional) if you run out of space you can add more details on a separate sheet

Organisation Name


Address

postcode

Volunteer Role(s)


Volunteer Supervisor's Name

Contact Phone Number

Start Date

## Section 2 – About You

Are you currently volunteering?

Yes

No

Completed Volunteer Hours

 hrs

## Section 4 – Consent

Please read the **privacy statement** on the last page of this form before continuing:

I consent to my information being used as described in the privacy notice

Yes

I confirm that the information provided in this form is correct.

Yes

I agree to my details being passed to my local TSI for registration with the Saltire Awards.

Yes

Please sign below:

Signature of Volunteer (all volunteers to sign)

	Date

Signature of Volunteer Supervisor (all volunteer supervisors to sign)

	Date

Signature of Parent/Guardian (if volunteer 16 or under)

	Date

### For Official Use: TSI to complete

Date registration form received from organisation

If young person volunteers at more than one Organisation please tick box

Consent and required signatures provided

**FORM A: REGISTRATION**

# Volunteer Registration Form Notes

**Purpose of the form:** The form is used to register you for the Saltire Awards. In order to work towards the Saltire Awards you need to register with your local Third Sector Interface (TSI). This organisation is responsible for Saltire Awards in your local area and will send you certificates. Please provide as much information as possible. You must provide consent to us using your information in the ways that we describe. If you do not provide consent we cannot keep your personal information or register you for Saltire Awards.

**Organisation Guidance:** To register a volunteer for the Saltire Awards this form must be completed. The form should then be passed to the local TSI once the volunteer has agreed to pass their details on.

**Please retain a copy of the registration form**

<b>Date:</b>	Please insert the date that the form is completed.
<b>Additional Support:</b>	This is filled in 'yes' if the volunteer requires additional support. Otherwise It is not required that the volunteer fills in this section, unless they choose to do so themselves.
<b>Additional Support:</b>	What help do you need to volunteer? If yes include details <b>if they wish to</b>
<b>Currently Volunteering:</b>	This is 'yes' if they are already volunteering for an organisation or in school.
<b>Hours Completed:</b>	Please insert number of hours volunteered to date
<b>Education</b>	If attending school, college, university or other education institution please include its name
<b>Organisation Details:</b>	Please ask the volunteer to complete this section for their details to be passed to the Volunteering Team for registration.
<b>Consent:</b>	Please ask the volunteer to read the <b>privacy statement</b> (see below) and to complete this section in order for their personal details to be passed to the TSI for registration.
<b>Signature:</b>	Physical signatures are required. This form must be signed by the volunteer, their parent or guardian (if aged 16 or under) and their volunteer supervisor.

## Privacy statement

This registration 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 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; address; telephone number; mobile phone number; name of the school, college, university or other education body you go to (if applicable); and your email address.

**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.vascotland.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 in this registration form at any time. You can do this by contacting Voluntary Action Scotland [info@vascotland.org](mailto:info@vascotland.org) or on 0141 353 7318.

**More information:** More information about who we are, what we will do with your information and your rights is available in our Saltire Awards Privacy Notice here <https://saltireawards.org.uk/youngperson/saltire-overview/>