

## Form F2. Case Study Form Placement Organisation

We would love to hear more about how having a volunteer has contributed to your organisation and to be able to share your experiences with others. It won't take long to complete this form and it will be much appreciated.

**This for to be completed by the placement organisation**

Organisation Name

Contact Name

E-mail Address

Telephone Number

Address

  

### Additional details

What is the name of the volunteer and their role?

How has the volunteer contributed to the organisation?

Are there any special achievements that you would like to tell us about?

How has the role helped the volunteer to develop both the organisation and/or themselves?

Can you provide us with a photograph of the volunteer and/or your logo?  
 Before providing photographs please ensure permission has been given.

Yes ☐ No ☐

**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 16 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 16 years of age. ☐ Please tick

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 Scotland. Voluntary Action Scotland is responsible for looking after the Saltire Awards.

**We would like to use** your name within a case study about volunteering you have done. If you 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?** 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. You can find a list of all TSIs here <https://www.vascotland.org/find-your-tsi>.

**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 Scotland [info@vascotland.org](mailto:info@vascotland.org) or on 0141 353 7318

## FORM F: COMPLETION NOTES

# Case Study Form - Notes for Completion

### Completion of the form:

- **Form F1** should be completed by the volunteer
- **Form F2** should be completed by the placement organisation

This form is designed to collect information on individual successes achieved through volunteering.

**TSI Guidelines:** You do not need to complete a case study for every volunteer. Organisations will express interest on behalf of their volunteer on the Certificate Request Form.

Form F1 completed by the volunteer	Form F2 completed by the placement organisation
<b>Location</b> For monitoring purposes a postcode or town must be entered.	<b>Contact Details</b> These must be completed as the Volunteer will be contacted through the placement organisation.
<b>Where do you volunteer?</b> Where multiple volunteering occurs the volunteer may opt to write about one or all of the organisations they volunteer with	<b>Volunteer Role</b> 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.
<b>Typical day's volunteering and memorable moment</b> Confidentiality of others must be respected. Staff, other volunteers or service users must not be named.	<b>Unique Contribution</b> Highlights individual qualities or skills that make the volunteer a valuable and effective contributor to the organisation.
	<b>Special Achievements</b> Can be as an individual or part of a group.
	<b>Personal Development</b> At least one area of personal growth should be noted.
<b>Permission</b> 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 16 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.	
<b>Please retain a copy of the form for your records</b>	

**Photographs:** Photographs should be properly identified/named and be in JPG format, then forwarded to local Third Sector Interface with the case study form.