





# 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.

<b>Start Date:</b>	This should correspond to the start date on the Saltire Awards Registration Form.
<b>Hours:</b>	<p>The Saltire Awards recognise all time committed to a volunteering opportunity. The following commitments contribute towards Saltire hours:</p> <ul style="list-style-type: none"> <li>• Time spent on actual volunteering activity.</li> <li>• Time spent on training courses undertaken as part of volunteer role.</li> <li>• Time spent in support and supervision sessions at placement.</li> <li>• Review meetings at placement organisation or Volunteer Centre.</li> <li>• Volunteer team meetings.</li> <li>• Travel to and from any of the above where it exceeds 30 minutes.</li> <li>• All events attended representing the placement organisation.</li> </ul>
<b>TSI to complete:</b>	Must be completed before this form is used as evidence to issue certificate(s)

**Volunteering Definition:** In completing the Volunteer Timesheet 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*