

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? Yes No

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.

Signature on behalf of the organisation

Date

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.

Purpose of the form: The 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
Location For monitoring purposes a postcode or town must be entered.	Contact Details These must be completed as the Volunteer will be contacted through the placement organisation.
Where do you volunteer? Where multiple volunteering occurs the volunteer must opt to write about one or all of the organisations.	Volunteer Role 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.
Typical day's volunteering and memorable moment Confidentiality of others must be respected. Staff, volunteers and service users must not be named.	Unique Contribution Highlights individual qualities or skills that make the volunteer a valuable and effective contributor to the organisation.
Permission This must be signed by the volunteer. If it is not signed, the case study must not be used.	Special Achievements Can be as an individual or part of a group.
	Personal Development At least one area of personal growth should be noted.

Photography: Before providing photographs and/or images, please ensure permission has been given. Photographs should be properly identified for our reference and be in JPG format, then forwarded to local Saltire Awards Delivery Office