

Completion of the form: The form should be completed by the volunteer's line manager at the placement organisation. It should be forwarded to the Volunteer Centre who will forward requests for all certificates to Volunteer Development Scotland

Purpose of the form: The form is used by the **placement organisation** to request certificates when their volunteers achieve the required number of hours.

Section 1 – Contact Details

Contact Details	Please check that all information has been completed. If there is more than one organisation this should be the address the certificate is to be returned to.
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Section 2 – Certificate Information

Certificate Information	At least one box should be ticked. In some instances, e.g. where retrospective hours are being recognised, more than one certificate may be requested.
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Volunteer's Name	Double-check the spelling as this will be used to produce the certificate.
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Organisation(s) or Project(s)	All organisations listed should be included on the Certificate.
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Date Started Volunteering	This is the date the volunteer first started volunteering for an MVA which may not be the same as the date they started with the contact organisation. Where retrospective hours are being taken into consideration the start date will be the date agreed with the placement organisation when registering the volunteer.
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Date completed hours	This date must be inserted and not taken as the date the form was filled out.
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Section 3 – Validation

Validation	The form must be signed & dated. This is the confirmation from the line manager that the volunteer qualifies for a certificate.
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Case Studies	If you think the volunteer has an interesting story to tell please ask your volunteer to complete the <i>Case Studies Form</i> and tick the box.
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