**Logo, company name

Description automatically generated Saltire 2021-2022**

**Registration**

Go to: https://saltireawards.scot

Click on: My Saltire (right hand side in the white box) and complete the form

Add your personal details

Select Aboyne Academy from the drop-down list

|  |
| --- |
| Submit |

Press

|  |
| --- |
| My volunteering – log hours |

Click on BLUE box

|  |
| --- |
| Add an organisation |

Click on BLUE box

**My Volunteering Details**

Type in the name of the Organisation you are volunteering with

(e.g. Aboyne Brownies, Riding for the Disabled)

If your volunteering opportunity does not have a clear organisation then type in :

**Aboyne Academy**

Location : Aberdeenshire

My volunteering role: Awards for All

Date started: Whenever you started volunteering

Miss out the drop down box (Unless this applies to your volunteering position)

|  |
| --- |
| Select Sustainable Development Goals |

**Volunteer Manager**

Volunteer Manager Karen Inkster

Job Title Pupil Support Worker

Email Address: [karen.inkster@aberdeenshire.gov.uk](mailto:karen.inkster@aberdeenshire.gov.uk)

Telephone Number: 013392 67750

|  |
| --- |
| Next |

Click on

**IT JUST TAKES A FEW MINUTES BUT IT IS REALLY IMPORTANT!!**

It is easy to log your hours. Just select the organisation and add in total hours. You can add your hours each week or at the end of the volunteering experience.

Once you have logged all your hours click on the GREEN certificate request box

|  |
| --- |
| Claim award with code |

Certificates range from 10, 20, 50, 100, 200+

**If you have arranged your own volunteering in the community:**

1. Please get a logbook from Mr MacIntyre
2. Make sure that you log the number of hours that you have completed
3. You must get somebody from the organisation to sign your timesheet to confirm your hours.
4. Once you have finished volunteering with your organisation, please bring your completed logbook to the PSW room to be verified by Mrs Inkster
5. You will receive your certificate in the mail

Any problems please feel free to speak to Mr MacIntyre or Karen Inkster or email:

malcolm.macintyre@aberdeenshire.gov.uk

karen.inkster@aberdeenshire.gov.uk