**Guidance note for completing Social Impact Pledge**

The form is designed so that the information can be pulled straight onto the website. Please complete, save and return the form as a Word document (PDFs are much harder to pull text and other content from). See more on our [How it works](https://www.communityscot.org.uk/how-it-works) page.

**Box 1**

Include here the name of the body/organisation along with the electronic signature of the Chief Executive or Chair. The signature will be added to the website and helps to add to the personal nature of the commitment.

**Boxes 2-4**

Please make up to 3 commitments. A brief outline of each commitment that you have decided to make. It may help to describe the impact that this could make in the community. If there is a time limit to the commitment please state this.

A new commitment can be something completely different to anything you are currently doing but it could also be a significant increase or change to an existing activity. Below are some questions you can use to tease out ideas. What if…

**Geographic Location**

Please provide a geographic location for where the impact of the pledge will be. This could be the postcode for a school/college that you will be taking work placements from, the location of building that you have decided to open for public access or if it is a commitment to hold open board meeting you could provide the postcode of where the meeting will be held. The location information is important as it will allow us to build a map showing the location of where the impact will be felt. This will then allow communities to see what is happening in and around their community.

**Contact Details**

Add the name and contact details, including an email or phone number, for the employee in charge of making sure that you meet the commitment that you have made. We will add these to the website to allow members of the community or other organisations to be able to contact you directly if they are looking for more information/ have questions or if they have suggestions of how the commitment could work better.

**Additional Information**

This section allows you to add further details about the pledges you have made or tell us about work that you have done in the past that has had a positive social impact. This will then be added to our ‘[Social life’](https://www.communityscot.org.uk/social-life) page on the website so if you have photos or testimonials from community groups it would be great to include these also.

**Organisation’s Logo**

Please attach a copy of, or weblink to, your body’s logo that we can add to your pledge on the website.

**Contact**

Please email completed forms to Andrew Paterson (andrew@scdc.org.uk) in Microsoft Word format. This enables the form content to be easily transferred to the website.

If you have any questions regarding the Social Impact Pledge, the process of signing up, or if you have any stories of social impact to share please contact:

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