



LEADERSHIP & VOLUNTEERING LOG SHEET

Student Name:

Student ID:

Campus:

Date	Volunteer Activity Title	Volunteer Activity Task	Volunteer Supervisor Name	Volunteer Supervisor Signature	Department/ Organisation	Volunteer Supervisor Contact No.	Activity Start Time	Activity Finish Time	OFFICE USE:

OFFICE USE:	ENTERED ON:	INITIAL:	TOTAL HOURS:
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Requirements:

- Please submit Log Sheets within four (4) weeks of the activity taking place.
- Hours must be verified and signed off by your Volunteer Supervisor.
- We recommend you keep a copy for your own records.
- Log Sheets which are not completed correctly will not be processed.

Submitting your Log Sheets:

- We highly recommend that you scan and email the Log Sheet to volunteer@swin.edu.au
- Or alternatively you can return Log Sheets to your nearest Swinburne Student Life Office when completed.

HAWTHORN: Swinburne Student Life Reception (GS Building) **CROYDON:** CF Building **WANTIRNA:** WB Building