



LEADERSHIP & VOLUNTEERING LOG SHEET

Record your volunteer and/ or leadership activities below – once submitted, L&V staff will convert your hours into Volunteer or Leadership hours.

***Please note that as of January 1st, 2017, all Volunteers must have completed the Online Induction and have a current Volunteer's Working with Children Check before they are eligible to undertake any on-campus volunteering.**

Student Name:

Student ID:

Contact Phone:

Campus:

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

OFFICE
USE

ENTERED ON:

INITIAL:

TOTAL HOURS:

Volunteers who have completed more than 15 hours are eligible to participate in our free training and development opportunities. Find out more about the Rewards and Recognition benefits available to Volunteers [here](#).

If you would like to receive weekly updates, please [register](#) for the Leadership and Volunteering Bulletin.

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

Please submit Log Sheets within four (4) weeks of the volunteer/leadership work taking place. Hours must be verified and signed off by your Volunteer Supervisor. **We recommend you keep a copy for your own records.**

The final deadline for all log sheets to be submitted is **Wednesday, 20th September 2017**. Log sheets submitted after this date will not be considered for the 2017 Awards.

Log Sheets which are not completed correctly will not be processed.