COMMUNITYHOURS

Please print a copy and take this form with you each time you volunteer.

Confirmation of Volunteering Experience

To whom it may concern, thank you for hosting this volunteer at your organisation today, we acknowledge and respect the privilege you have accorded us. It would be helpful if you would be so kind as to complete the details below in order that we can verify the hours of service for the volunteer.

Name of Volunteer: If the name of the volunteer is not completed the form will not be accepted	
Date on which volunteering took place.	
Number of hours of **ACTIVE** service on this day: (in numbers and words)	
Donations in addition to the active volunteering. All donations are considered as PASSIVE service hours	**Please confirm what donations were made**
Name of organisation/ charity at which volunteering took place.Please include name of venue if organisation has more than one. i.e Parktown/ Belville/ Pietermaritzburg	
Name and contact number of the of person verifying service:	
Official stamp of organisation:	

Volunteer responsibility:

It is your responsibility to have this document completed on site if you would like your hours verified swiftly. **Please note:** Any changes made to this document must be signed by the organisation. Unfortunately, any changes not signed by the volunteer coordinator will result in hours being rejected.

Photographs

Please upload a photograph of your volunteering experience as part of the verification protocol. This photograph should include YOU volunteering / donating the items you kindly gift.

Kindest regards
Sarah Welton- Blake

COMM UNITY HOURS
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Volunteering is more important now than ever before – Volunteer Responsibly!

VIRTUAL VOLUNTEERING