



## 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 so 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. This will eliminate the necessity to send an email to your organization to request verification of hours.

<b>Name of Volunteer:</b>	
<b>Name of your organization:</b>	
<b>Date of volunteering:</b>	
<b>Number of hours of service on this day:</b>	
<b>Donations in addition to the active volunteering</b>	All donations are considered as <u>PASSIVE</u> hours
<b>Name of person verifying service:</b>	
<b>Official stamp of organisation:</b>	

#### 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. Failure to do so will result in hours being rejected.

#### Photographs

You are required to send a photograph of your volunteering experience. This photograph should include YOU volunteering (not just your feet/ hands/ the venue)

**Please upload the photograph + this page when you log your hours on your profile.**

Kindest regards

Sarah Welton- Blake



Sarah Welton-Blake  
Wizard of Lightbulb Moments  
Chief Innovations Officer  
sarah@communityhours.co.za  
083 400 1555  
www.communityhours.co.za



Volunteering is more important now  
than ever before  
- Volunteer Responsibly!



Sarah S. Welton-Blake  
Registration number: 2014/130124/07



COMMUNITYHOURS

www.communityhours.co.za