



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:	
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 <u>PASSIVE</u> service hours	Please confirm what donations were made
<u>Name of organisation/ charity</u> at which volunteering took place.	
<u>Name and contact number</u> 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

You are requested 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.

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

Kindest regards

Sarah Welton- Blake



Sarah Welton-Blake
Wizard of Lightbulb Moments
Chief Innovations Officer
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Volunteering is more important now
than ever before
- Volunteer Responsibly!



Sarah S. Welton-Blake
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