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**Course:**

**Name of Volunteer:**

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| --- | --- | --- | --- | --- | --- |
| **Date**  *(if you volunteer on a regular basis please group dates together)* | **Organisation/**  **Venue** | **Name, contact no. and email address of Supervisor** *(If you are unsure please include someone who can verify that you have volunteered where you say – please note that we may from time to time give them a call for example, if we want to put you forward for volunteer awards, for example.* | **Hours completed**  *(if you volunteer on regular basis or in a block of time please group hours together)* | **What did you do/ Activities undertaken** | **Skills Gained/**  **Developed** |
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Total Hours­­­­­­­­­­­­­­­­ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I certify that I have completed all the hours stated:**

Signed: Dated:

**We will need the following information to get your certificate issued. Please note that to reduce our environmental impact, all certificates will be issued in digital format.**

**Phone Number** *(in case we have a query about your form)***:**

**E-mail address** *(this is where we will send the certificate to)***:**

**Year of Graduation** *(we need this to issue the certificate at the right moment)***:**

**Please email your completed form to** [suvolunteering@cumbria.ac.uk](mailto:suvolunteering@cumbria.ac.uk?subject=Volunteer%20Hours%20Form). Alternatively you can hand it in at any UCSU office on your campus.