



# Student Leadership and Volunteer Program (SLVP) Log Sheet

Record your volunteer and/ or leadership activities below – once submitted, SLVP staff will convert your hours into SLVP points.

**Student Name:**

**Student Number:**

**Student Contact Number:**

Date	Brief Activity Description	Supervisor Name	Supervisor Signature	Department/ Organization	Supervisor Contact No.	Start & Finish Time, or SLVP points credited	Office Use:
					TOTAL HRS:		

Note – Please ensure that you have registered with the SLVP (Student Leadership and Volunteer Program) via Blackboard.

Your details will be added to our mailing list and you will start receiving weekly updates on available training courses for volunteers who have completed more than 15 hours, plus other volunteer, leadership and social opportunities.

**Return Log Sheets to an SLVP/SEA Officer once program done for record purpose.**

**SWINBURNE SARAWAK:** MPH Office

Log Sheets can also be scanned copy emailed to [volunteering@swinburne.edu.my](mailto:volunteering@swinburne.edu.my)

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

Students **MUST** hand in their log sheets on the **first week of October OR any time prior to this month, as sheets is completed.**

If you graduate mid-year, please see an SLVP Officer to hand in your log sheets and make arrangements for your hours to be counted.

Print additional log sheets from the Blackboard.

\*Volunteer need to keep this sheet once receive and continuously used for other programs.