Voluntary Experience
@ Keele

# Volunteering Hours Log

- Use this log to keep a record of your volunteering hours
- Recorded hours can be added towards achieving a VE @ Keele Award
- Include time spent in training/induction sessions and meetings (including VE @ Keele sessions)
- Ensure volunteering hours are verified and approved by your placement supervisor, or the VE Project Leader
- Volunteering hours that are not verified and approved cannot be added towards a VE @ Keele Award

**Name of Volunteer (Print):** _____

**Complete each time you volunteer with a VE registered provider** **Verification / Validation of Hours**

| **Date of Volunteering** | **Description of Volunteering** *Include details such as name of charity and volunteering role – please be specific* | **Time spent volunteering** | **Signature** | **Print Name** |
|---|---|---|---|---|
| | | | *Must be named placement supervisor / VE @ Keele Project Leader* | |
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**My total volunteering hours:** _____ **For period:** _____ **to** _____

For Office Use Only

Hours Total: _____ Date: _____

VE @ Keele Project Leader (Signature):