



STUDENT AMBASSADOR LEADERSHIP PROGRAM



Community Engagement Completion Report

Use this form when you have completed the requirements of the Community Engagement component.

1. Ask your Off-Campus Workplace Co-ordinator to sign this form once your SALP Community Engagement hours have been satisfactorily completed.
2. Complete your Community Engagement Report and submit to the SALP Co-ordinator.

Dear Off-campus Workplace Coordinator,

The Student Ambassador Leadership Program is an initiative of the University of Melbourne to promote leadership and civic responsibilities. University of Melbourne students undertaking the Program must complete a minimum of 40 hours community service with a non-profit organization. For more information, please visit our website at: <http://www.services.unimelb.edu.au/live/salp/>

As part of the Program's requirements, a supervisor must accredit this voluntary service after the completion of 40 hours. It would be greatly appreciated if you could sign this completion form (once you are satisfied that the student has completed their minimum hours within your organization) and return to the student.

If you have any queries or feedback regarding this process, please feel free to contact me.

Yours sincerely,

Rita Manassis

Manager - Student Leadership Programs

☎ 61 (03) 8344 0384

☎ 61 (03) 9348 1237

✉ r.manassis@unimelb.edu.au

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Community Engagement Completion

Ambassador name:..... Date: / /

Name of organization:.....

Off-Campus Workplace Co-ordinator:.....

Contact Number: Email:

Off-campus Workplace Coordinator Statement

I,..... certify that.....
(Off-campus Workplace Coordinator) *(Student Ambassador/Volunteer)*

completed.....hours of volunteer service between the dates of / / and / /
(hours)

for our organization in compliance with our requirements.

Signed: Date: / /

| OFFICE USE ONLY | |
|--|--|
| Date received:..... | Community Engagement Report attached: YES / NO |
| Hours logged into SALP database by:..... | Date:..... |

Community Engagement Report

"Whoever is providing leadership needs to be as fresh and thoughtful and reflective as possible".
Faye Wattleton, President, Centre for the Advancement of Women, US

Experiences are most meaningful and fulfilling when you take time to reflect on what you are experiencing and learning. One of the many benefits of your Community Engagement is to gain new insights and discoveries about your expanding world and yourself. You may be experiencing new perspectives and perhaps questioning former ones.

By taking the time to reflect on your involvement, you can better understand the experience, appreciate what you and others are doing to make a difference, and learn about how this experience relates to your life.

Your name: _____ Date started: ___/___/___ Date completed: ___/___/___

Time invested: _____ (✓ appropriate box) *Regular* (___ hours per week) **OR** *Once off*

Did you receive any training/induction from the organisation? Yes No

What motivated you to become involved with this particular project/organization?

Did your experience meet your expectations?

How do you think your contribution benefited the community organization/project?
