The Global Leadership program (GLP) is a tailored extracurricular program that can be undertaken alongside any degree at Macquarie and is open to all students. GLP connects students who have leadership potential and a sense of global citizenship with internships, volunteer experiences, mentorships, conferences and other practical experiences beyond their academic degree which develop their cross-cultural and soft skills and prepare them for global careers.

If a student is presenting you with this timesheet, it means that they need to keep a record of the hours they volunteer/intern in order to claim the experience towards the Program. The student should complete the days, times and duties of their work on this sheet and then ask you sign off on each day AFTER they have worked it.

Macquarie is appreciative of your cooperation in signing off on the student’s hours. If you have any queries please contact GLP at glp@mq.edu.au.

In addition to this timesheet students will be required to submit a letter from the respective organisation detailing the nature of the work performed, the duties/tasks involved, the dates worked and the total number of hours worked. If undertaken overseas, the letter must also confirm that the placement was unpaid.

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<thead>
<tr>
<th>Event/Organisation: SAMPLE ONLY</th>
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<tbody>
<tr>
<td>Date:</td>
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<td>18/3/05</td>
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<td><strong>Total Hours:</strong></td>
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**Event/Organisation:** Ms Sally Smith  
**Signature:** XXXXXXX

**Event/Organisation:**  
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