The Global Leadership Program (GLP) is a University-funded extra-curricular program that is open to all students, and can be undertaken alongside any degree at Macquarie. GLP builds students' capability in leadership, cross-cultural competency and global awareness through workshops, innovative keynote speaker events and experiential learning opportunities.

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 or on 9850 6761.

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.

STUDENT NAME: ___________________________ StudentID: ___________

<table>
<thead>
<tr>
<th>Event/Organisation: SAMPLE ONLY</th>
<th>Date:</th>
<th>Time:</th>
<th>Tasks:</th>
<th>Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/3/05 9am – 1pm</td>
<td></td>
<td></td>
<td>Preparing marketing materials</td>
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<tr>
<td>13/3/05 10am – 12pm</td>
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<td></td>
<td>Administration</td>
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<tr>
<td>14/3/05 12pm – 5pm</td>
<td></td>
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<td>Preparation for fundraising event</td>
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<tr>
<td>18/3/05 12pm – 2pm</td>
<td></td>
<td></td>
<td>Afternoon tea for new sponsors</td>
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<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td></td>
<td>13 HOURS</td>
</tr>
<tr>
<td>Supervisor Name: Ms Sally Smith</td>
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<td></td>
<td>Signature: XXXXXXX</td>
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TOTAL HOURS: ..................