Student-Led Project Monthly Activity Report

Please complete this form and submit it through your [SLP Webpage](https://studentsunionucl.org/volunteering/organisations). We require 1 form per project per month. If your project hasn’t been active, please tell us for our records so we know we’re not missing a report.

**Project:**

**Date:**

**Name of Project Leaders:**

**Email Addresses:**

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| **Summary of your activities** |
| **Please outline what activities you and your fellow volunteers have done this month providing dates of delivery and details of your partner organisation(s).**  Please include preparation, planning, training etc as well as delivering your project. If you’ve not been active, please state so. |

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| **For our records** |
| **Were there any issues to raise, work to follow up, or incidents to note?** |
| **Please give full names and provide email addresses for all UCL students who took part in any volunteering activities.**   |  |  |  |  | | --- | --- | --- | --- | | **Volunteers’ Full Name** | **Volunteers’ UCL Email Address** | **Volunteering Activities Completed** | **Number of Hours Completed** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **What have you done to measure the impact of your work this month?**  *For example, write the number of people who attended your sessions. Have you gathered any feedback about how well you’re doing? See The Project Leaders Handbook for more information on evaluation your project.* |
| **Were there any accidents or near misses?** Yes/No  **If yes, have you completed and returned an *Accident/Incident Report Form*** Yes/No  *You can find the Accident/Incident Report Form at* [*ucl.ac.uk/estates/safetynet/guidance/accidents/index.htm*](http://www.ucl.ac.uk/estates/safetynet/guidance/accidents/index.htm) |

**Data Protection:** We will use the information you provide in this form only for administration purposes relating to our Student Led Projects scheme. The leaders on the project will be able to view your name, email addresses, and phone number, but not other details you submit. We will also inform the leaders once you have met safeguarding requirements such as DBS checks, training attendance and reference checking. Your details may also be passed to external partner organisations where you will be volunteering, such as a school, hospital or community organisation, as they might need to know who is coming onto their premises and whether they have met safeguarding requirements. We won’t share your information with anyone else unless you’ve given explicit consent for us to do so. We’ll retain your details until you graduate from UCL. We take good care of your data – you can see full details at <https://studentsunionucl.org/data-protection-and-privacy-policy>