**Student Ambassadors**

**Time Sheet**

**RED Team Ambassadors:** return to: Post Box, Devonshire Building  
**BLUE Team Ambassadors:** return to: Student Services, 2<sup>nd</sup> Floor, King’s Gate

- Ensure you complete your name, payroll number and school at the top of the form. Authorization of Hours must be provided for each event. Missing information may result in non-payment.
- Time sheets must be received by 12pm on the 6<sup>th</sup> of the month for payment in the same calendar month & within 4 weeks from the date on which you carried out work
- If your writing is not legible, payment may be delayed. Ensure your write clearly and accurately.

### Name: Stuart Dent  
### Student Number: 082594011  
### Payroll Number: 54111  
### Academic School: Arts & Cultures

<table>
<thead>
<tr>
<th>Event Details</th>
<th>Authorisation of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Name</strong></td>
<td><strong>Authorising Signature</strong></td>
</tr>
<tr>
<td>22/01/2015</td>
<td>09:00</td>
</tr>
<tr>
<td>02/02/2015</td>
<td>12:00</td>
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</tbody>
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**Event Name Key:**
- **ACE**  
- Accommodation Tours  
- Assessed Summer School  
- Bitesize Uni Summer School  
- Campus Tours  
- Choices Together  
- Discover Days  
- Dragonfly  
- EXPLORE STEM Days  
- Graduate Ambassador Visits  
- HE Fairs/non PARTNERS Talks  
- Mature Student Activity Mentoring  
- Northern Ireland tour  
- NUTs Visits  
- Parents Event  
- PARTNERS School Talks  
- PARTNERS Talk Tours (Cumbria)  
- PARTNERS Talk Tours (W. Yorkshire)  
- SAGE Faculty Office Activity  
- Scotland HE Fairs  
- Student Ambassador Training  
- Teachers Events  
- Year 12 Shadowing Event  
- Other (Please give details)