### Student Ambassadors Time Sheet

**SAGe Ambassadors**: return to: 2nd Floor, Barbara Strang Teaching Centre  
**HaSS & FMS Ambassadors**: return to: Student Services, Level 2, King’s Gate

- Ensure you complete your name, payroll number and school at the top of the form. Authorisation of Hours must be provided for each event. Missing information may result in non-payment.
- Time sheets must be received by 12pm on the 6th 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.
- **PLEASE REMEMBER TO INCLUDE YOUR FULL NAME – FAILURE TO DO SO WILL RESULT IN A DELAY IN PAYMENT**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
<th>Payroll Number:</th>
<th>Academic School:</th>
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#### Event Details

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours Worked</th>
<th>Event Name</th>
<th>Authorisation of Hours</th>
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<tbody>
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<td>Use event name key or provide a clear description</td>
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<td>Authorising Signature</td>
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<td>School/Service</td>
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<td>Print Name (and tel or ext number if req’d)</td>
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<td>Date</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
- NUTTs 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)