



City of Greater Dandenong
Volunteer Leave
Statement of Attendance
(for completion by an official of the host organisation)

Date of Issue ____/____/____

This is to certify that _____ *[please print the name of the Greater Dandenong employee]* was engaged with _____
_____ *[please insert the name and address of the host organisation]* as a volunteer on ____/____/____ between the hours of _____ am/pm and _____ am/pm.

For further information, please contact _____ *[please print your name]* on _____ *[please insert business hours contact number]*.

Signed _____

Name _____

Title _____