



# BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

## SCHOLARSHIP SERVICE PROJECT COMPLETION LETTER

This Service Project Verification/Completion Letter and the Service Project Completion Report Form due dates: **Seniors: December 2, 2024 | Juniors: April 1, 2025**

This form is required to be completed and signed by the organization's supervisor or the individual supervisor for the student's Service Project.

Dear Upper Merion Township Board of Community Assistance, I,

\_\_\_\_\_ [Your Name], on behalf of the  
\_\_\_\_\_ [Your Organization] am writing this letter to express thanks to  
\_\_\_\_\_ [Student's Name] and to validate that this student completed the  
required hours of \_\_\_\_\_ [Hours per the BCA Grant/Project Approval Form] on their BCA Service  
Project: \_\_\_\_\_ [Project Title].

The Service Project work was performed from \_\_\_\_\_ [Start Month] \_\_\_\_\_ [End Month]  
[Year] \_\_\_\_\_

Brief description of service contribution to the organization or the community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments on student's performance:

\_\_\_\_\_

If you have any questions do not hesitate to contact me. Best,

Project Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_