



BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

SERVICE PROJECT REPORT – VERIFICATION LETTER

This Service Project Verification Letter Form and the completed Service Project Report Form must be submitted by COB November 30th of the scholarship year.

This form is required to be completed and signed by the organization's sponsor or the individual sponsor 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] To _____ [End Month], _____ [Year]

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

Comments on student's performance:

If you have any questions or requests do not hesitate to contact me.

Best,

Signature: _____

Date: _____

Phone: _____

Email: _____