



# BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

## COMMUNITY SERVICE PROJECT REPORT

A Community Service Project Report must be submitted by **COB November 30<sup>th</sup>** of the scholarship year.

The following items must be included as part of the BCA Service Project Completion Report:

- **Verification/SignOff Form** from the organization that you served. The **signed Verification Form** is to be provided upon completion of service project, including **Total Hours of Service** performed. (Note: If you did not perform your service project for a specific organization, you will need to secure the signed Verification Form from the supervising adult.)
- **Describe your community service project (summary narrative and key elements of the project):**
- **How did your service project benefit the community? Explain:**
- **Provide project results and service hours:**
- **Create a Google Drive BCA Service Project Summary Folder** and upload all project-related items (flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report)
  - **Photos of your service project:** Provide a minimum of **two (2) photos** of your service project with captions explaining the activity.
- **Email [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) your report, and photos or provide the Google Drive <https://drive.google.com> Link (use copy link) to your BCA Service Project Summary Folder, and your service report file.**

Questions? Contact Gerri Vattimo, Board of Community Assistance Staff Liaison via email at [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) or call 484-636-3899.