



BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

COMMUNITY SERVICE PROJECT COMPLETION REPORT

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

1. **ITEM 1** -Fill out this **Community Service Project Report** and submit by **COB November 30th** of the scholarship year.
2. **ITEM 2 - Verification/Completion Letter** filled out and signed by the organization’s project supervisor. Include your **Total Hours of Service** performed.

-Describe your community service project (summary narrative and key results of the project) (use extra sheet if necessary):

-How did your service project benefit our local community? Explain:

-Service Hours: _____

SUBMITTAL:

- a. **Create a Google Drive BCA Service Project Summary Folder**
Upload all project items (flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report and verification letter)
 - o **Photos of your service project:** minimum of **two (2) photos** with captions explaining activity.
- b. **Email the BCA Liaison at gvattimo@umtownship.org and provide the link to your Google Drive Folder** (provide the Google Drive [https:// drive.google.com](https://drive.google.com) Link (use copy link anyone access).

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