



BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

SERVICE PROJECT COMPLETION LETTER

This Service Project Completion Letter and the Service Project Completion 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 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] 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 do not hesitate to contact me.

Best,

Project Supervisor's Signature: _____

Date: _____

Phone: _____

Email: _____