

# WESTLAKE HIGH SCHOOL

Mount Pleasant Central School District  
825 West Lake Drive  
Thornwood, New York 10594  
(914) 769-8440 Fax (914) 769-0596

Dear Sponsor:

As Coordinator of the School/Community Service Program, I wish to thank you for the support, encouragement, assistance, and effort given to the student who has volunteered time under your sponsorship. I am hoping that this student has been of service to you, and that you have received as much from this young adult as you have given.

In order for this student to receive recognition for hours served, it is necessary for you to fill out the information below. If you have any questions, comments, or pertinent information you would like to share with me, please feel free to contact me at (914) 769-8311 from 8:00 a.m. to 2:45 p.m. or email Mrs. DeSousa at ndesousa@mtplcsd.org.

Again, many thanks. **Please return this form to me as soon as possible c/o Westlake High School,**  
825 West Lake Drive, Thornwood, NY 10594 or give back to your student volunteer, who, in turn, will return it to me.

Sincerely,  
**Daniel Novak**  
Mr. Daniel Novak  
Assistant Principal

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**(PLEASE PRINT CLEARLY - COMPLETE ENTIRE FORM)**

Student Name \_\_\_\_\_ CIRCLE Current Grade: **9** **10** **11**  
**12**

Brief Description of Service: \_\_\_\_\_

\_\_\_\_\_

START Date \_\_\_\_/\_\_\_\_/\_\_\_\_ END Date \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Service Hours \_\_\_\_

EVALUATION \_\_\_\_\_ OF \_\_\_\_\_ SERVICE  
RENDERED: \_\_\_\_\_

\_\_\_\_\_

SPONSOR'S NAME \_\_\_\_\_ CONTACT PHONE NO. \_\_\_\_\_  
(PRINT IN FULL)

SPONSOR'S SIGNATURE \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only - School/Community Service Coordinator to check and sign for approval.

\_\_\_\_\_  
Community Service Coordinator Signature

\_\_\_\_\_  
Date and Time of Approval

	<b>BS</b>		<b>CAP</b>		<b>ChAct</b>		<b>ChdCr</b>		<b>CIT</b>		<b>Cnty</b>		<b>DARE</b>
	<b>Fire</b>		<b>GS</b>		<b>Hosp.</b>		<b>Libr.</b>		<b>NHome</b>		<b>Other</b>		<b>PTA</b>
	<b>Rotar</b>		<b>S Act</b>		<b>Tutor</b>		<b>VA</b>		<b>YMar</b>		<b>Yrd Wk</b>		<b>S Aide</b>