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 trust 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, please feel free to contact me at (914) 769-8311 from 8:00 a.m. to 2:45 p.m.

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,

Kenneth Amann
Mr. Kenneth Amann
Assistant Principal

(PLEASE PRINT CLEARLY - COMPLETE ENTIRE FORM)

Student Name ____________________________________________________________

Organization with which service rendered (if applicable)__________________________

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