



Dear Supervisor:

The student who delivered this letter has indicated that s/he has been accepted by your organization as a volunteer and you have agreed to assist in earning college credit for the volunteer hours performed with your organization. Thank you for providing this valuable opportunity for our student. Your time, expertise, and willingness to participate in our **Community Service/Volunteer Program** are very much appreciated.

In order for the student to receive credit, certain requirements need to be fulfilled. They are:

- Completion of 33, 66, or 99 hours for one, two, or three credits. Please ask the student how many credits s/he registered for.
- All parties (the student, agency/organization supervisor, and college representative) must sign an Agreement. The student will present the Agreement to you. You will be completing the middle section of this form.
- Verify the student's hours on the *Volunteer Timesheet* at the end of the quarter. Please sign, date, and verify the student's hours at the bottom of the form.
- Evaluate the student's performance (*Student Volunteer Evaluation*) at the end of the quarter. This evaluation will provide the student with valuable feedback about their performance as a volunteer. Decimal ratings are required in the boxes on the right-hand side of the form. Although optional, your comments are beneficial for the student. Please sign and date this form.

Please note: Students may enter our program at any time during the quarter so many do not complete their hours at the end of a given quarter. Please ask your student for his/her participation and due dates.

Again, thank you for providing this valuable learning experience for our student. Please contact me if you have questions or need additional information.

Sincerely,

SEATTLE CENTRAL COMMUNITY COLLEGE

Karen Kato

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