



Dear Supervisor:

The student who delivered this letter has indicated they have been accepted as a volunteer and you have agreed to assist the student in earning college credit for the hours performed for 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** is appreciated.

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 they 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.
- At the end of the quarter: Verify the student's hours on the *Volunteer Timesheet*. Please sign, date, and verify the student's hours at the bottom of the form. The student will give this form to you.
- At the end of the quarter: Evaluate the student's performance (*Student Volunteer Evaluation*). 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. The student will give you 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. If this is the case with your student, please verify their hours and complete the evaluation when the hours have been completed. Students only have one additional quarter to complete their hours.

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 COLLEGE

Karen Kato

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