



Community Service Submission Cover Letter

Instructions for students: Please complete the information below and attach documentation (community service log or confirmation letter) providing proof of the community service hours you completed. Submit this cover letter along with the documentation to your school counselor in person. Your school counselor will then enter in the hours in your school records. All community service hours must be submitted to your school counselor by December 13th of your senior year.

Important note: Community service hours must be completed at a non-profit organization. Please keep copies of your community service hours for your records.

Student Name:	Student ID Number:
School Code:	Date:
Total number of hours included in this submission:	Grade:

Pick one of the community service hours that you completed and answer the following questions:

1. What did you do for your community service hours?
2. Describe what impact you believe your service had in the community or to the people who received your service