

**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.

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

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| --- | --- |
| **Student Name**: | **Student ID Number:** |
| **Grade:** | **Date**: |

\*Are you in Doral Performing Arts (7009)? Circle YES or NO

**MUST COMPLETE: (Add up the hours and write in the total)**

**TOTAL NUMBER OF HOURS SUBMITTED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.