**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.

|  |  |
| --- | --- |
| **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.