

**REVERE HIGH SCHOOL**  
***Student Volunteer Program***

**To: Volunteer Supervisor**  
**From: Revere High School Volunteer Coordinator**  
**Subject: Verification of Service**

**Dear Friend,**

**Revere High School has a Student Volunteer Program in our community. The students who work without pay may accumulate enough hours to receive academic credit for their participation in the program. We would appreciate the following information from you:**

**Your student volunteer's name:** \_\_\_\_\_

**Type of work performed by volunteer:** \_\_\_\_\_  
\_\_\_\_\_

**Where service was performed:** \_\_\_\_\_

**Hours served per week (if applicable):** \_\_\_\_\_

**Dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Total hours served:** \_\_\_\_\_

**Comments (optional):** \_\_\_\_\_

**Supervisor's name (please print):** \_\_\_\_\_

**Signature and title:** \_\_\_\_\_

**Address, city, state, and zip:** \_\_\_\_\_

**Phone (including area code):** \_\_\_\_\_

**Thank you for your assistance. You may either return this form via the student or mail to:**

**Revere High School  
Volunteer Office  
3420 Everett Road  
Richfield, Ohio 44286**

**Sincerely yours,**

**Cecile Bard, Volunteer Coordinator**

**1/18/11**