

2020 01 29

**SCHOLARSHIPS AND AWARDS**

Dear Sponsor/Supervisor:

**COMMUNITY SERVICE/VOLUNTEER HOURS**

Students are now in the process of applying for scholarships and awards. Criteria for many of these scholarships and awards includes demonstration of community service or volunteering. A student may approach you to provide him or her with a letter indicating that they have participated in community service or volunteer activities with your organization. In order for students to be eligible for the scholarship or award, the school district requires evidence that includes:

* student’s name
* number of service or volunteer hours
* start date
* end date
* a brief description of activities the student has participated in.

The letter should be on your organization’s letterhead and signed by an adult member of the management team.

If you have any questions or concerns, please contact Ms. McChesney at adrienne.mcchesney@burnabyschools.ca.

Sincerely,

Adrienne McChesney, MA (EngLit UBC) MA (GLS SFU)

English Teacher and Scholarship Chair

École Alpha Secondary