Dear Community Service Coordinator,

_____________________________ is a student in the Upward Bound Program at the University of Nevada, Reno (UNR). Upward Bound is a federally funded program that assists first-generation college bound high school students prepare for college. All students must also satisfy an income qualification standard to be enrolled in the program.

As part of the Upward Bound program, students are required to complete a minimum of four hours of community service per semester. Students are encourage to complete their community service at organization/programs that are of personal interest to them, but also support the growth, development, and/or preservation of Northern Nevada. Please complete the information below verifying that the student named above has completed hours of community service with your organization/program. Please attach a business card or letter head.

Thank you,
Upward Bound Staff
(775) 784-4978

(Please complete and return to the student)

Semester (circle):    Fall    Spring   Year: _____________
Supervisor Name: _________________ Title/Position: _________________
Contact Information: _______________________
Name of Organization:______________________ Location of Service: __________________

*Please attach a business card or letter head

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