

Westlake High School

Mt. Pleasant Central School District

825 Westlake Drive
Thornwood, NY 10594
Telephone: (914) 769-8311
Fax: (914) 747-3074

Mr. Keith Schenker
Principal
email: kschenker@mtplcsd.org

Mr. Daniel Brady
Assistant Principal
email: dbrady@mtplcsd.org

Dear Sponsor:

As Coordinator of the School/Community Service Program, I wish to thank you for the support, encouragement, assistance, and effort given to the student who has volunteered time under your sponsorship. I am hoping that this student has been of service to you, and that you have received as much from this young adult as you have given.

In order for this student to receive recognition for hours served, it is necessary for you to fill out the information below. If you have any questions, comments, or pertinent information you would like to share with me, please feel free to contact me at (914) 769-8311 from 8:00 a.m. to 2:30 p.m.

Again, many thanks. **Please return this form to me as soon as possible c/o Westlake High School, 825 Westlake Drive, Thornwood, NY 10594 or give it back to your student volunteer, who, in turn, will return it to me.**

Sincerely,

Daniel Brady

Mr. Daniel Brady
Assistant Principal

(PLEASE PRINT CLEARLY - COMPLETE & RETURN ENTIRE FORM)

Student Name _____ CIRCLE Current Grade: **9 10 11 12**

Organization with which service rendered (if applicable) _____

Brief Description of Service: _____

START Date ____/____/____ END Date ____/____/____ # of Service Hours _____

EVALUATION OF SERVICE RENDERED: _____

SPONSOR'S NAME _____ CONTACT PHONE NO. _____
(PRINT IN FULL)

SPONSOR'S SIGNATURE _____ Date ____/____/____

*** ↓ SCHOOL OFFICE USE ONLY – ASSISTANT PRINCIPAL (School/Community Service Coordinator) to review & sign for approval ↓ ***	
_____ Assistant Principal (Community Service Coordinator) Signature	_____ Approval Date