Westlake High School
Mt. Pleasant Central School District

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

Dr. Daniel Brady
Principal
Email:dbrady@mtplcsd.org

Mr. Richard Sharpe
Assistant Principal
Email: rsharpe@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 West Lake Drive, Thornwood, NY 10594 or give back to your student volunteer, who, in turn, will return it to me.

Sincerely,

Richard Sharpe
Mr. Richard Sharpe
Assistant Principal

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(PLEASE PRINT CLEARLY - COMPLETE 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 _____**Dated**_____/_____/_____

Office Use Only - School/Community Service Coordinator to check and sign for approval.

_____ _____
Community Service Coordinator Signature **Date and Time of Approval**