

# COPLEY FAIRLAWN

C I T Y S C H O O L D I S T R I C T

## COMMUNITY SERVICE SEAL Class of 2023 and Beyond VOLUNTEER HOURS CONFIRMATION LETTER

Dear Volunteer Supervisor:

Copley High School Class of 2023 and Beyond must earn two seals to graduate. One of the local seals students can earn is the Community Service Seal. To earn this seal, students must complete twelve (12) hours of service in his/her community. Service hours are to be completed with a non-profit organization or pre-approved by the Copley High School Administration. Successful completion of these hours will be verified by a signature from the non-profit organization. Our students have been very successful in completing thousands of hours of service and learning valuable life lessons along the way.

If you are receiving this letter, one of our students has selected a volunteer opportunity that needs additional verification to count towards the twelve (12) hour requirement. Please fully complete the bottom portion of this letter confirming that the student named completed the stated volunteer experience.

Please remember that to count towards the student volunteer hours, students are not to receive payment for this experience and are not to complete volunteer experiences with a family member. Exceptions to these guidelines need to be approved by me prior to initiating a volunteer experience. The student should turn in this completed letter to the Guidance Office no later than the last Friday in April during their senior year. Volunteer hours will not be accepted after this date.

Sincerely,



Eric Smith  
Principal

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*Please Complete the Requested Information Below. Please Print.*

**Student Name:** \_\_\_\_\_ **Date(s) of Volunteering:** \_\_\_\_\_

**Hours Completed:** \_\_\_\_\_

**Description of Volunteer Experience** \_\_\_\_\_

**Volunteer Supervisor  
Print Name:** \_\_\_\_\_

**Supervisor Phone Number to  
Verify Hours:** \_\_\_\_\_

**Volunteer Supervisor Signature** \_\_\_\_\_