



Preparing Every
Student for Success in
College, Career and Life

CESAR CHAVEZ HIGH SCHOOL
3921 West Baseline Road
Laveen, Arizona 85339
www.ChavezHS.org
(602) 764-4000

Kent P. Scribner, Ph.D.
Superintendent

Scott Gayman
Principal

To Whom It May Concern:

The following student is a senior on his/her way to graduating from Cesar Chavez High School. US/AZ Government is a one semester senior level course in which each student is asked to volunteer for some form of community service. Volunteering allows our students to create a positive change in their community, build important skills, and help people/organizations that need it. The deadline that these students have to complete their community service is **December 9th, 2016**. It is greatly appreciated that you have allowed our students to help on a volunteer basis with your organization. For your benefit, this letter and log sheet is being provided for you in case you have any questions or concerns about the process of keeping track of their hours. We would also like to ask that you provide contact information and/or a business card so that verification can be made of the hours. And if you could briefly describe the responsibilities of the student it would be helpful towards the verification process. Students must provide this sheet to a supervisor and have them sign off on how many hours they have completed and what duties they are required to do. It is at your discretion and convenience how they complete these hours. They are only required to complete **10 hours** (per course) but many elect to do more for college/university entry requirements. Again thank you for your cooperation, and if you have any questions feel free to contact me at the email provided below.

Sincerely,

Mr. Kujawa
Social Studies Instructor
Cesar Chavez High School
kujawa@phoenixunion.org

Alhambra

Bioscience

Bostrom

Trevor G. Browne

Camelback

Central

Cesar Chavez

Cyber

Desiderata

Betty H. Fairfax

Franklin

Carl Hayden

Maryvale

Metro Tech

North

South Mountain

Suns-Diamondbacks



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Student Volunteer: _____ Student ID# _____

Organization Address _____

Supervisor/Manager of Volunteer _____

Contact Phone # _____

Email address: _____

Description of Job Duty:

FALL 2016 COMMUNITY SERVICE HOURLY LOG SHEET

_____	_____	_____
JOB DUTY	HOURS COMPLETED	SUPERVISOR SIGNATURE

_____	_____	_____
JOB DUTY	HOURS COMPLETED	SUPERVISOR SIGNATURE

_____	_____	_____
JOB DUTY	HOURS COMPLETED	SUPERVISOR SIGNATURE

_____	_____	_____
JOB DUTY	HOURS COMPLETED	SUPERVISOR SIGNATURE

_____	_____	_____
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_____	_____	_____
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