

ASSIGNMENT

Obtain Letter of Verification

After you complete your Service Learning Internship, you must obtain a letter of verification from the organization where you served your internship.

The letter of verification **must be on the organization's letterhead** and include the following:

- A description of the type of service you completed
- The exact number of hours you completed
- A signature by your mentor or work-supervisor

Have your supervisor mail the letter to Nancy Fahrenbach:

Nancy Fahrenbach
Service Learning Director
Davis School District
P. O. Box 588
Farmington, UT 84025

Staple a copy of your letter of verification in this workbook before you turn it in.