



**Center for Student Involvement**

**SERVICE-LEARNING**  
**Community Based Organization Service Letter**  
*(Please PRINT clearly)*

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am presently enrolled in \_\_\_\_\_ at the Guam Community College. This course combines classroom education with life experience by requiring me to work closely with a community service organization. My Service-Learning project, \_\_\_\_\_, focuses on the role, function, and contributions of your organization to our society. In an effort to learn more about your organization, I would like to volunteer to assist with three activities or events. I would also assist in creating awareness about your organization on the GCC campus by displaying your organization through the creation of a written paper, verbal presentation, power-point presentation, poster, etc.

Please sign below if you agree to allow me \_\_\_\_\_ to participate in Service-Learning with \_\_\_\_\_ to learn more about the services you are providing and to assist you in creating more awareness about your organization.

Thank you for considering my request.

Respectfully,

\_\_\_\_\_  
**PRINTED NAME and SIGNATURE of STUDENT**

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\_\_\_\_\_  
**Community Based Organization (CBO):**

\_\_\_\_\_  
PRINTED Name and SIGNATURE of **Director of CBO:**

**Tel #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date of CBO Approval:** \_\_\_\_\_

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\_\_\_\_\_  
PRINTED Name and SIGNATURE of **GCC Instructor**

\_\_\_\_\_  
Date of Acknowledgement