



BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

ORGANIZATION SERVICE PROJECT REPORT

An Organization Service Project Report must be submitted by **COB November 30th** of the grant year.

The following items must be included as part of the BCA Organization Project Completion Report:

- **Letter of Certification** from the organization that you served. The Letter of Certification is to be provided upon completion of service project. Include the **Total Hours of Service** performed. (Note: If you did not perform your service project for a specific organization, you will need to secure a Letter of Certification from a responsible adult.)
- **Describe your community service project (summary narrative and key elements of the project):**
- **How did your service project benefit the community? Explain:**
- **Provide project results and service hours:**
- **Create a Google Drive BCA Service Project Summary Folder** and upload all project-related items (flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report)
 - **Photos of your service project:** Provide a minimum of **two (2) photos** of your service project with captions explaining the activity.
- **Email gvattimo@umtownship.org report file including receipts or provide the Google Drive <https://drive.google.com> Link (use copy link) to your BCA Service Project Summary Folder, and your service report file.**

Questions? Contact Gerri Vattimo, Board of Community Assistance Staff Liaison via email at gvattimo@umtownship.org or call 484-636-3899.