



BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

BCA SCHOLARSHIP SERVICE PROJECT REPORT

A Community Service Project Report must be submitted by **COB November 30th** of the scholarship year.

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

1. **Letter of Certification** written and signed by your organization or sponsor adult validating that your Total Required Hours of Service and the Project Objectives have been completed. Include the **Total Hours of Service** performed.

2. **Report:**

a) **List the key service project components:**

b) **Summary narrative - What are the results?**

- How does your service project contribute to the organization?

- How does the service project benefit the community?

- How did you benefit from your community service?

Photos of your service project: Provide a minimum of two (2) photos of your service project with captions explaining the activity.

Email Gerri Vattimo at gvattimo@umtownship.org to notify the BCA that your project is completed. Create a Google Drive BCA Service Project Summary Folder <https://drive.google.com>. **Upload all project items** (photos, project plan, flyers, lesson plans, presentations, forms) and signed Verification Letter. Send folder link to Gerri.

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