



**Palm Beach
Atlantic**
UNIVERSITY

SAMPLE OF STATIONERY LETTERHEAD

Please note the hours of traveling, sleeping and/or paid cannot be counted as Workshop Hours. No more than 12 hours of service can be granted in a day.

Name of the organization
Address and Contact Information

Date

Palm Beach Atlantic University
Attn: Workshop Office
901 S. Flagler Drive
West Palm Beach, FL 33401
Office: (561) 803-2580
E-mail: workshop@pba.edu

Please be advised that (*Full Name of Student, PBA ID #*) volunteered for (*Name of event*) from (*Starting Date to Ending Date, Year*). The student completed (*# of hours*) of service. The student assisted our organization in (*specify activities*).

Sincerely

(**SIGNATURE**; **please note electronic signature is NOT accepted**)

Full name and title of the Supervisor
Contact # of Supervisor