

YouthBuild Petoskey Civic Service Documentation



Suzy Puroll, YouthBuild Site Coordinator
Michigan WORKS! YouthBuild Program
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To Whom It May Concern:

The YouthBuild Program is grant funded by the Department of Labor. YouthBuild Petoskey, which is new to the area, works with low income young people ages 18 – 24 who have dropped out of high school and are working to better their lives. Program outcome goals include attainment of a GED or high school diploma and a nationally recognized construction certification. Post program we work with participants towards placement in post secondary educational opportunities, gainful employment, or the military. As part of the YouthBuild leadership model, participants perform at least four hours per week of civic service volunteer work for a total of 100 hours. Participants are asked to select work that is meaningful to them and are responsible to document their efforts. We are hoping your organization is willing to provide a hands-on opportunity for YouthBuild participants to volunteer for civic service activities in a controlled, safe, and supportive environment while giving back to the communities in which they live.

The attached form is used to approve and verify volunteer hours of civic service performed by YouthBuild Petoskey participants. It is the responsibility of the participant to ensure the form is completed and signed each week. Participants are volunteering on an individual basis, and should be treated and managed the same as other volunteers for your organization.

Should you have any questions or concerns, please feel free to contact me at the phone number listed above.

Sincerely,

Suzy Puroll

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This form is used to approve and verify volunteer hours of civic service performed by YouthBuild Cadillac participants. Please print information.

Participant Name: _____ **Today's Date:** _____

Organization Name: _____

Address: _____

Phone Number: _____ **Contact Person:** _____

I verify that the above participant performed volunteer work at our organization from: _____ to _____

For a total of _____ hours

Work performed included: _____

Contact Person Signature: _____