

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

**Volunteer Activity/Community Involvement Reference Letter for:**

Last Name:	First Name:	Kwantlen Student I.D.
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Thank you for assisting this Kwantlen Polytechnic University student by providing a reference letter. This document will be included as part of an award application package. Please return the completed form to the student or if you prefer, fax it to the attention of the Coordinator, Scholarships & Awards at 604-599-2012. *Confidentiality is ensured.*

Name of Association/Company: \_\_\_\_\_

\* Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Duration of volunteer activity/community involvement: (i.e. Jan. 2010 – present)

\_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Please provide a brief description of the duties and responsibilities of this position, as well as a statement of reference for this student or if you prefer you may attach your own letter of reference to this form.


\* Contact person's signature: \_\_\_\_\_

If you have any questions, please contact Teresa McLeod, Coordinator, Scholarships & Awards at 604 - 599 - 2278 or email [teresa.mcleod@kwantlen.ca](mailto:teresa.mcleod@kwantlen.ca)