



Dear Organization Supervisor,

Since 1947, **CIEE: Council on International Educational Exchange** has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world."

Students taking part in our USA High School program live with a voluntary American host family and study at a local High School for a 5-month or 10-month period. In addition to helping them learn and experience day-to-day life in the United States and improving their English skills, students are required to complete a *Community Project*.

The *Community Project* consists of students who volunteer a minimum of eight hours per semester with their chosen project and submit a written essay at the end of the program. The student's essay will report their experiences and what they have learned so they can teach others about volunteer work once they have returned to their own country.

CIEE requests a member of your organization to kindly volunteer a small amount of his or her time to supervise and help administer a schedule. The student will present an evaluation form to their supervisor for an evaluation of their participation on their project. Successful completion of the student's *Community Project* is a required element of the USA High School Program and is necessary in order for CIEE to award a Certificate of Completion to the student.

CIEE would like to take this opportunity to thank you very much for your organization's participation in this student's *Community Project*.

Should you have any further questions or problems then please contact the student's Local Coordinator or contact us directly at our Head office in Portland at 1-800-448-9944.

Yours sincerely,

The CIEE USA High School Team