



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 High School USA 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 requires students to volunteer a minimum of eight hours per semester with their chosen project.

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 High School USA program and is necessary 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, please contact the student's Local Coordinator or contact us directly at our headquarters in Portland, Maine at **1-800-448-9944**.

Sincerely,

The CIEE High School USA Team

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