



Volunteer Verification Instructions for Nursing Students
All Programs
Pima Community College-Division of Nursing

PURPOSE:

To ensure that students applying to nursing programs requiring evidence of volunteerism have confirmational evidence that the requirement has been met.

INSTRUCTIONS:

Some nursing programs require documentation of volunteerism from a volunteer organization. The student must seek a letter of volunteerism verification from the organization with the following requirements:

1. Request a letter from a supervisor/administrator at the place of volunteerism. The letter must be on official company/organizational letterhead and **MUST** contain all of the following:
 - a. The student's name.
 - b. Date the letter was written.
 - c. Agency/organization name.
 - d. Address of the agency/organization.
 - e. Agency/organization phone number.
 - f. Dates of the volunteerism (include start and end date).
 - g. Number of hours volunteered.
 - h. Signature of agency authority, printed name, and title.

The volunteerism verification letter must be included in the application to the program.