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. Must clearly state the hours of volunteerism.
   h. Signature of agency authority, printed name, and title.

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