

## Requirements to receive a recommendation letter from a therapist:

Volunteers often request a recommendation letter from our therapists. Those interested in requesting a letter of recommendation must meet the following standards.

Volunteers must be in good standing:

- Volunteers must comply with all policies and procedures set forth by Pediatric Therapy, Inc. to be in good standing.

Time Commitment:

- A consecutive 6 week period of volunteer service must be completed
- Volunteers must complete a minimum amount of 30 volunteer hours

Attendance:

- Volunteers must attend their scheduled volunteer sessions, unless they notify the volunteer coordinator. No shows are unacceptable!
- Volunteers must make every effort to arrive on time in order to prevent a distraction from happening during the therapy session.
- Volunteers can have no more than 2 excused absences within a 6 week period of time

Documentation/Request time:

- Volunteers interested in receiving a recommendation letter must submit their resume with the intent of receiving a recommendation letter no later than **2 weeks** after their last volunteer date.

GPA Requirements:

- Volunteers must submit a resume with GPA of at least 3.40. This will ensure the volunteer is competitive in the acceptance process of their chosen school and to protect the professional reputation of the therapist.

Amount of Letters to be Requested:

- No volunteer is to ask any therapist of any discipline to complete more than two application questions or written letters of recommendation.

Requests for a recommendation letter must be submitted to the volunteer coordinator. The volunteer coordinator will compile a volunteer report card with the above information. Both the report card and resume will be given to the requested therapist. The volunteer coordinator will inform the volunteer if the request is accepted or declined.

Signature: \_\_\_\_\_

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