

**CALIFORNIA STATE UNIVERSITY, FRESNO
RECREATION ADMINISTRATION**

**VERIFICATION FORMAT FOR VOLUNTEER/PAID HOURS TOWARDS THE PRE-INTERNSHIP HOUR
REQUIREMENT FOR MAJORS IN RECREATION ADMINISTRATION**

Suggested Format for Agency Letter of Verification of Hours:

1. Name of student.
2. Student's job title.
3. Months, days, and years student functioned at the agency.
4. Total number of hours.
5. Description(s) of student's responsibilities in the agency.
6. Evaluation comments related to student's performance.
7. Name and job title of student's supervisor.
8. Signature of student's supervisor.

**VERIFICATION OF LETTERS MUST BE WRITTEN ON AGENCY LETTERHEAD AND
SHOULD BE ADDRESSED TO:**

**Department of Recreation Administration
California State University, Fresno
5310 North Campus Drive PH 103
Fresno, CA 93704-8019**

For additional information, please call:

Recreation Administration Office: (559) 278-2838