

**CALIFORNIA STATE UNIVERSITY, FRESNO
RECREATION ADMINISTRATION AND LEISURE STUDIES PROGRAM**

**VERIFICATION OF VOLUNTEER/PAID HOURS TOWARDS THE 1000 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. Include CBPRP approved, if appropriate.
9. Signature of student's supervisor.

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

**Recreation Administration and Leisure Studies Program
California State University, Fresno
5310 North Campus Drive PH103
Fresno, CA 93740-8019**

For additional information, please call:

Recreation Administration Office: (559) 278-2838