



Dear

I am a student from \_\_\_\_\_ High School in the Bellingham School District, and I am interested in working with you on my Culminating Project. This project is a graduation requirement established by the state of Washington. Because you have knowledge or experience in my field of interest, I am asking if you would be willing to serve as my community advisor.

The roles and responsibilities of a community advisor are to:

- Guide, encourage, assist and support a student in the planning and development of a meaningful culminating project that includes a community experience.
- Serve as a “guide on the side” with the student as the active participant engaged in learning.
- Help student to:
  - establish a goal,
  - develop a schedule and checkpoints for completion,
  - prepare a list of materials and resources needed, and
  - plan a schedule for student/advisor meetings.
- Provide special equipment or a place to work, if necessary.
- Sign an advisor log after each meeting once the student has recorded the appropriate information for the session.
- Evaluate the completed project with comments. (You will not be asked to grade a project or determine whether or not a student graduates.)

The project that I propose to work on is:

If you agree to assist me, the Bellingham School District asks that you complete an acceptance form, which includes a criminal background screening through Securint, Inc. Information regarding this is available at **[www.securint.com](http://www.securint.com)**. I would be happy to bring you the acceptance form or you may download it from the District’s Web site: [www.bham.wednet.edu/learning/culminating-project/index.htm](http://www.bham.wednet.edu/learning/culminating-project/index.htm).

You may reach me at this phone number: \_\_\_\_\_ My email address is: \_\_\_\_\_

If you have additional questions, feel free to contact the Culminating Project Coordinator at the phone number listed below.

Sincerely,

Bellingham High School  
(360) 676-6575

Squalicum High School  
(360) 676-6471

Sehome High School  
(360) 676-6482