



WILLIAMSBURG INDEPENDENT SCHOOL DISTRICT  
1000 Main Street, Williamsburg, KY 40769  
606-549-6044 Fax 606-549-6076 or 606-549-6015  
Web Page Address – <http://www.wburg.kyschools.us>  
Tim Melton, Superintendent  
Marc Taylor, Principal  
Loren Connell, Director of Instruction  
Jimmy Hall, School Business Manager



Dear Mr. Melton,

This is a letter of recommendation for the Williamsburg Independent School District to approve \_\_\_\_\_ as a volunteer, with no pay, to assist in the \_\_\_\_\_ program at the Williamsburg School. All volunteers must have completed a criminal background check and any other required documents to participate in a specific program. Below is additional information to be completed for the particular program this person wishes to volunteer and the name of the supervisor he or she will be working under during this current school year, which is \_\_\_\_\_.

Regards,

Supervisor: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Program: \_\_\_\_\_

Volunteer contact number: \_\_\_\_\_

Volunteer email: \_\_\_\_\_

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

Approved

Superintendent: \_\_\_\_\_