

**INTEGRATION CHARTER SCHOOLS**  
**THE LOIS & RICHARD NICOTRA EARLY COLLEGE CHARTER SCHOOL**

**1 TELEPORT DRIVE**  
**STATEN ISLAND, NEW YORK 10311**  
*From High School to College to Beyond: Together!*



**JOSEPH ZAZA**  
**FOUNDING PRINCIPAL**



**TEL: (347) 855-2238 ext. 394**  
**JZAZA@NICOTRACHARTER.ORG**

Date:

Dear Community Service Provider:

\_\_\_\_\_ is a student at the Lois and Richard Nicotra Early College Charter School the Sciences. We at the school are hoping to expand our student's experiences by demonstrating that they, as individuals, can make a difference. Therefore, we are asking our students to complete a community service component for graduation. Their requirement is to complete at least twenty hours of community service per term and to write a report about their experiences.

We are hoping that you can help us by allowing the above named student to do volunteer work in your program. We would also ask you to provide some guidance and evaluate very briefly his or her performance on your letterhead stationery.

If you have any questions about the program, please contact me at the school. Our phone number is (929) 419-9001.

Thank you for helping us make a difference!

Sincerely,

Joseph F. Zaza  
Founding Principal

[www.nicotracharter.org](http://www.nicotracharter.org)



<https://www.facebook.com/nicotraschool/>



@NicotraCharter



@nicotraschool

On Social Media? Follow us!