March 21, 2016

TO WHOM IT MAY CONCERN

This letter serves to introduce a prospective participant of the Jamaica Values and Attitudes programme (JAMVAT) Programme for tertiary students for the 2016-2017 academic year. The JAMVAT Programme assists students who qualify for admission to approved tertiary institutions, to develop the spirit and the willingness of mind to contribute to national development through voluntarism.

All successful JAMVAT candidates are required to complete 200 hours of voluntary service at any Government Organization, Government Agencies (including state care facilities), Community-based Organizations and Non-Profitable Organizations in order to qualify for assistance under the programme. Upon successful completion of the required hours each student will be able to receive an education grant of 30% towards their tuition fee, not exceeding Three Hundred and Fifty Thousand Dollars ($350,000.00), which is payable to the student’s academic institution which he/she attends.

JAMVAT is grateful to your organisation for facilitating the participant(s) in respect of the required voluntary service. As a partnering organisation, please note the responsibilities noted below for supervisors/participation in the programme:

1. The placement site must identify a responsible supervisor to be assigned to the participant(s);
2. The placement supervisor will assign, monitor, advise and assess the participant as he/she carries out the assigned duties;
3. The placement supervisor will monitor the completion of the student’s Timecard and verify work done by signing and placing the organization’s official seal on each timecard;
4. The placement supervisor will conduct a performance review with each student, to help the student to assess his/her performance over the period. The completed evaluation must also bear the organisation’s seal;
5. The placement supervisor will provide feedback to the JAMVAT Manager periodically regarding the participant’s performance and any matters of concern that will aid the student’s personal and professional development.

For any discussions regarding the student, please contact our office at 970-4736

Yours sincerely,

JAMAICA VALUES & ATTITUDE PROJECT

Dwight Johnson
JAMVAT Coordinator